



(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونُسُ بَرِيْتِي اِسْلَامًا اِنْشَاءً اَجْسًا مَلِيْسِيَا

OFFICE OF THE EXECUTIVE DIRECTOR
MANAGEMENT SERVICES DIVISION

IU. 1.2/12/39 KLT -10

11/10/2002

Our Reference:
(Rujukan Kami)

Date:
(Tarikh)

All Deans/Directors/Chief Librarian
Kulliyahs/Centres/Divisions/Library

Y.Bhg. Dator'/Prof./Dr.,

Assalamualaikum wa rahmatullahi wa barakatuh

**SERVICE CIRCULAR NO. 6 OF YEAR 2002
MANAGEMENT SERVICES DIVISION**

**POLICY ON THE JOINT APPOINTMENT OF ACADEMIC STAFF
BETWEEN KULLIYAHS/CENTRES**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors/Chief Librarian of the Kulliyahs/Centres/Divisions/Library regarding the decision made by the University pertaining to the proposal for a policy on the joint appointment of academic staff between Kulliyahs/Centres.

2. BACKGROUND

- 2.1 The Kulliyah of Pharmacy has started its programme beginning the academic session 2002/2003. A number of subjects taught at the Kulliyah of Pharmacy is similar or the same as that at the Kulliyah of Medicine.
- 2.2 Prior to the starting of the academic programme, the Dean of the Kulliyah of Pharmacy submitted a proposal paper in the Deans' Council meeting to discuss on the possibility of IUM to have joint appointment of academic staff between Kulliyahs/Centres within the University.

- 2.3 The Deans' Council in its meeting No.4/02 held on 9th. April 2002 deliberated on the proposal of joint appointee of lecturers in medical sciences between the Kulliyah of Medicine and the Kulliyah of Pharmacy. The members of the Deans' Council meeting agreed with the proposal by the Dean of the Kulliyah of Pharmacy and requested for a policy on the joint appointment between the Kulliyah/Centre be tabled in the Staff Promotion and Service Board for its consideration and approval.
- 2.4 The Staff Promotion and Service Board (SPSB) in its meeting No.2/2002 held on 5th. July 2002 deliberated on the proposal for the policy on the joint appointment of academic staff between the Kulliyah/Centre in IIUM. The decision of the SPSB was tabled in the Majlis Meeting No. 60 held on 16th. August 2002 for its endorsement.

3. *DECISION AND IMPLEMENTATION*

The Majlis in the said meeting agreed with the proposed policy on the joint appointment of academic staff between the Kulliyah/Centre in IIUM as follows:

- (i) The University to amend the clause under 'Place of duties' in the appointment letter to read as follows:

"The University may direct you to serve at any campus/branch campuses or any other Kulliyah/Centre of International Islamic University Malaysia (IIUM), relevant to your area of specialisation"
- (ii) A written mutual arrangement to be made by the Kulliyah/Centre involved.
- (iii) Academic staff should give priority to the academic programme of their parent Kulliyah.
- (iv) The contribution to their parent Kulliyah should be more than that of the receiving Kulliyah.
- (v) Their academic work load and promotion should take into consideration their overall academic involvement in both Kulliyah/Centre.
- (vi) The payment of extra teaching hours and other related cost due to the arrangement to be borne by the receiving Kulliyah/Centre.

- (vii) Payment of benefits, e.g. air tickets, children education fees, etc to be borne by the parent Kulliyah.
- (viii) Teaching performance for annual salary increment for the period of joint appointment to be assessed by both parent and receiving Kulliyah/Centre.
- (ix) Approval for annual leave, monitoring of service and leave to be done by the parent Kulliyah/Centre.
- (x) The effective date of the implementation is the date of this circular.

All Deans/Directors/Chief Librarian are requested to take note to the above decision and extend the information to all relevant staff members at your Kulliyahs/Centres/Library.

Thank you *Wassalam*

DATO' HJ. IKRAM BIN JAMALUDDIN

Executive Director

Management Services Division

- c.c. :
- Prof. Dr. Mohd. Kamal bin Hassan
Rector
 - Prof. Dr. Ismawi bin Hj. Zen
Deputy Rector (Planning and Development)
 - Assoc. Prof. Dr. Mohd. Azmi bin nOmar
Acting Deputy Rector (Academic Affairs)
 - Assoc. Prof. Dr. Mohd. Daud bin Bakar
Deputy Rector (Student Affairs)
 - Tn. Hj. Ahmad Zailan bin Shaari
Executive Director
Finance Division

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