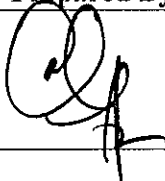


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**APPOINTMENT AND
RE-APPOINTMENT OF
LECTURER/ TRAINER/
INSTRUCTOR/ FACILITATOR (LTIF)**

Prepared By:-	Approved By:-
Signature: 	Signature: 
Name: Noraini Md Ghazali	Name: Assoc. Prof. Dr. Noor 'Azlan Mohd Noor
Position: Senior Assistant Director, STADD	Position: Director, STADD
Date: 23/04/2018	Date: 23/04/2018

CONTROLLED COPY NO. : -

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<p>1. OBJECTIVE</p> <p>This procedure is prepared to set guidelines on the appointment and re-appointment of LTIF.</p> <p>2. SCOPE</p> <p>The procedure will be used by STADD as a guideline for the appointment and re-appointment of LTIF.</p> <p>3. DEFINITION/ABBREVIATION</p> <p>3.1 DIR = Director 3.2 HOD = Head of Department 3.3 AO = Administrative Officer 3.4 AAO = Assistant Administrative Officer 3.6 AA = Administrative Assistant 3.8 STADD= Student Affairs and Development Division 3.9 SFS = Student Feedback Survey 3.10 LTIF = Lecturer/Trainer/Instructor/Facilitator</p> <p>4. REFERENCES</p> <p>4.1 Management Services Division's Circulars 4.2 Student Feedback Survey (SFS) Result 4.3 Criteria of Applicant</p>	
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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AA/AAO	<p>A. APPOINTMENT OF LTIF</p> <p>5.1 Advertisement for LTIF vacancies by semester when necessary.</p> <p>5.2 To receive application form from applicant(s).</p>
AO	<p>5.3 To shortlist the candidate for interview. Selection criteria:</p> <ul style="list-style-type: none">a) Possess relevant qualification on the respective area of teachingb) Experts in the field/disciplinec) Based on the needs of the department <p>5.4 To conduct the interview session</p> <p>5.5 To forward the selected candidates for DIR's approval.</p>
AAO/AA	<p>5.6 To issue the appointment / decline letter and forward to DIR for signature.</p>
AA/AAO	<p>5.8 To proceed for mailing and filing.</p>


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AO	B. REAPPOINTMENT 5.9 To submit the list of recommended LTIF to be reappointed by the DIR based on the following criteria: <ul style="list-style-type: none"> a) Achieve 80% and above of SFS result b) However, those who score between 70% -79% of SFS could be considered for reappointment based on recommendation by the DIR. c) No disciplinary action
	5.10 To issue the reappointment letter and forward to DIR for signature.
AAO/AA	

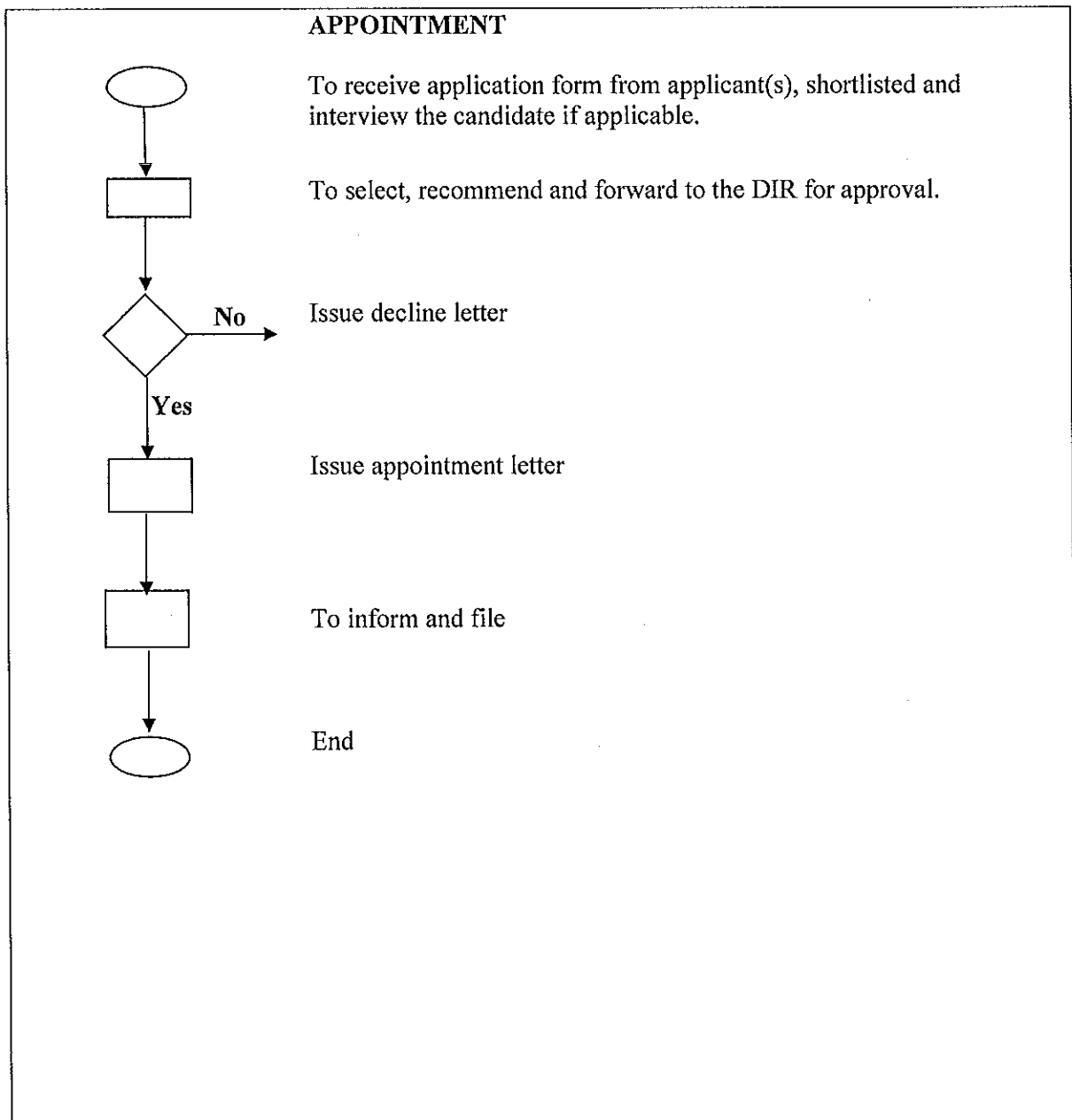
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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Completed Application Forms for LTIF	1 Academic year	Filing Room	AA/ AAO
2.	Offer Letter/ Appointment as LTIF	1 Academic year	Filing Room	AA/AAO
3.	Offer Letter/ Re- Appointment as LTIF	1 Academic year	Filing Room	Secretary/ AA/AAO

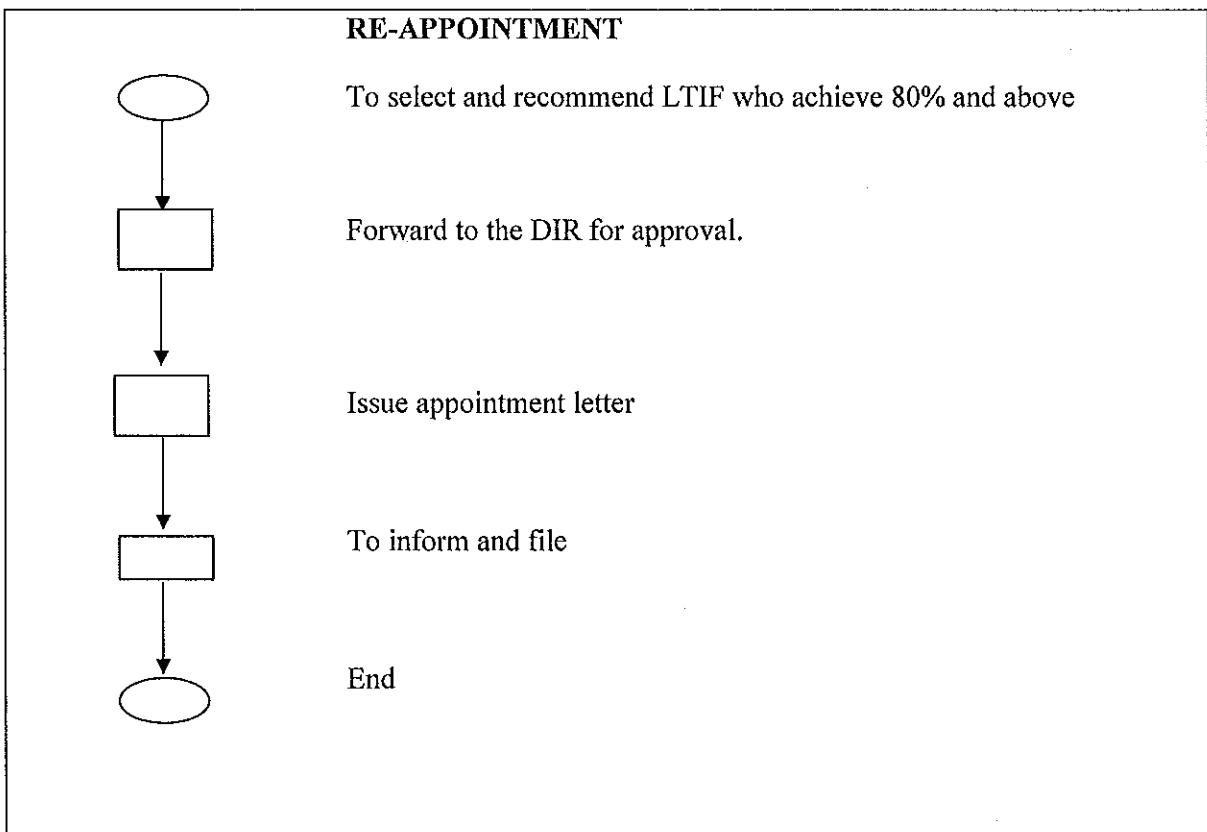
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7. FLOWCHART



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7. FLOWCHART



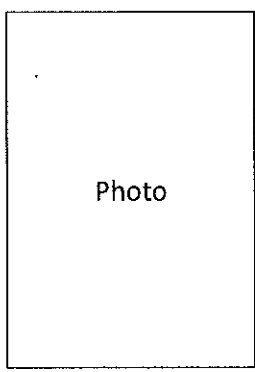
Form No. : 06
 Version No. : 01
 Revision No. : 01.
 Effective Date : 26th April 2018



STUDENT AFFAIRS AND DEVELOPMENT DIVISION
International Islamic University Malaysia

**Application Form for Lecturer/Trainer/Instructor
 and Facilitator (Part time)**

SEMESTER SESSION/.....



INSTRUCTIONS

Please complete Section A, please specify the area in which you would like to apply for and attach resume, photo and any documents related to your expertise and experience in the area of your specialisation. Please submit this form to the following address:

**Student Affairs and Development Division
 Level 2, Rectory Building
 International Islamic University Malaysia
 Jalan Gombak, 53100 Kuala Lumpur**

SECTION A (To be completed by the Applicant)

1. Name:	
2. Staff / Matric No.:	3. MyKad / Passport:
4. Postal Address:	
5. Fax:	6. E-mail:
7. Marital Status (please circle): Single / Married	8. Date of Birth:

9. Telephone:
 (Home): _____ (Office): _____ (H/P): _____

10. English Proficiency:
 Excellent Good
 Fair Poor

11. Gender (please circle):
 Male / Female

12. Kulliyah/Division/Centre:

13. Nationality:

14. Present Position (in IIUM or Outside. You may add attachment if necessary):

15. I am applying for...

Usrah Budi Packages		Skills Packages	
<input type="checkbox"/> Facilitator		<input type="checkbox"/> Trainer	<input type="checkbox"/> Assistant Trainer
Debate Packages			
<input type="checkbox"/> English Debate Trainer	<input type="checkbox"/> Arabic Debate Trainer	<input type="checkbox"/> Presentation Skills Trainer	<input type="checkbox"/> Public Speaking Trainer
Others			
<input type="checkbox"/> Farq 'Ayn Instructor	<input type="checkbox"/> Tahfiz Instructor	<input type="checkbox"/> Leadership Trainer	<input type="checkbox"/> Parenting Lecturer
			<input type="checkbox"/> Admin. Asst./ Graduate Assistant

17. Educational History (Please provide the following information. You may attach separate sheets if necessary).

No.	School/Institution/University Attended	Year		Academic Qualification
		From	Until	
1.				
2.				
3.				
4.				

18. Working Experience (including any part-time or full-time employment. You may attach separate sheets if necessary).

No.	Organisation	Position	Duration
1.			
2.			
3.			
4.			

19. Any award / outstanding achievement / projects / activities that are related to the area of your intended work? (Attach a separate sheet if necessary)

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20. Please explain in few sentences, why you would like to be appointed in the work that you have applied for? (Attach a separate sheet if necessary)

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.....

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Signature: _____

Date: _____

SECTION B (for the Office use)

Date Received : _____

Date of Interview : _____

Action	Date	Remarks	PIC
Prepare offer letter			
Date reporting for duty			