



IIUM/202/4/1

15th July 2016

All Deans / Directors
Kulliyahs / Divisions / Centre / Institute
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.,

Assalamualaikum wa rahmatullah wa barakatuh

**SERVICE CIRCULAR NO. 6/2016
MANAGEMENT SERVICES DIVISION**

SUSPENSION OF PROMOTION EXERCISE UNDER IIUM POLICIES

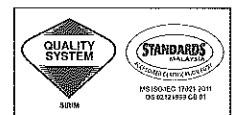
1. OBJECTIVE

The objective of this circular is to inform all Deans / Directors of Kulliyah/Centre/Division/Institute pertaining to the suspension of promotion exercise under the IIUM policies.

2. BACKGROUND

2.1 IIUM had initiated various promotion tracks for its staff as stated in the various MSD circulars and policies:-

No.	Category	Relevant Service Circular / Circular Letter / Policies
1	Professional & Management Group	<p>i) Flexi post without warrant <i>MSD Service Circular No. 10/2015</i> - <i>Merit Promotion of Administrative & Technical Staff (Professional & Management Group) based on Flexi Post</i></p> <p>ii) Time-based promotion of Professional and Management group <i>MSD Service Circular Letter No. 8/2012</i> - <i>Policy on Time-based Promotion for Administrative and Technical Staff</i></p>



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Garden of Knowledge and Virtue

2	Teaching staff on DG Scheme of Service	i) Time-based promotion for DG Scheme of Service <i>Staff Service Committee Meeting No. 2/2015</i> - <i>Revised Criteria for time-based promotion for teaching staff at the CFS and CELPAD on DG Scheme of Service</i> ii) Merit-based promotion to Grade DG52 upon obtaining Ph.D. qualification <i>MSD Service Circular No. 4/2011</i> - <i>Promotion criteria for teaching staff on DG Grade</i>
3	Support Group	i) Time-based promotion for Support group (1st level promotion) <i>MSD Service Circular Letter No. 8/2012</i> - <i>Policy on Time-based Promotion for Administrative and Technical Staff</i>

2.2 In view of the current economic situation, the Staff Service Committee No. 1/2016 has decided to suspend all promotion exercise under IIUM policies.

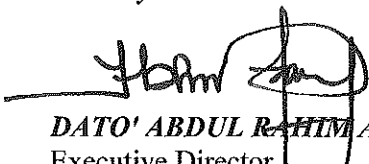
3. **DECISION**

3.1 The Board of Governors (BOG) Meeting No. 44 has endorsed the decision of the Staff Service Committee No. 1/2016 on the suspension of promotion exercise under IIUM policies as stated in para 2.1 above.

3.2 The effective date of implementation of the Circular is **1st January 2016** until further notice.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute.

Thank you. *Wassalam.*



DATO' ABDUL RAHIM AHMAD
Executive Director
Management Services Division

c.c. : Rector
: Deputy Rector (Academic and Planning)
: Deputy Rector (Research and Innovation)
: Deputy Rector (Student Affairs)
: Deputy Rector (Internationalization & Industry and Community Relations)
: Executive Director, Finance Division
: Executive Director, Development and Planning Division
: Campus Director, IIUM Kuantan Campus
: Legal Adviser