



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِيسْتِي اِنْسَلَامِي اِنْتَارَا اِنجَسِيَا مَلَيْسِيَا

**MANAGEMENT SERVICES
DIVISION**

**APPLICATION FOR PART-TIME TEACHING STAFF
(LECTURER/TEACHER/TUTOR/DEMONSTRATOR/PRACTICAL
INSTRUCTOR)**

DEPARTMENT _____

KULLIYAH/CENTRE/INSTITUTE _____

New Application

Re-appointment (Staff ID.: _____)

1. APPLICANT INFORMATION - TO BE FILLED BY APPLICANT	
Name	
IC No	
Gender	
Date of Birth / Place	
Nationality (please state if Permanent Resident)	
Passport No./Issuance Date	
Expiry Date of Passport	
Type of Current Immigration Pass (Compulsory for International Applicant)	Type: Permit No.: Issuance Date: Expiry Date:
Home Address	
Contact No. Mobile Phone	
Present Occupation	
Name & Address of present employer (if still working)	

EPF No	
SOCSO No	
Income Tax No	
Particular Next of Kin	Name: Contact No.: Address: Relationship with Applicant:

2. ACADEMIC QUALIFICATION – TO BE FILLED BY APPLICANT

Name of Schools/Universities/Colleges	Period of Study		Certificate Obtained	Medium of Instruction
	From	To		

3. APPLICANT'S DECLARATION

I hereby declare that all information and particulars contained in my job application form are true.

Applicant signature

Date

4. TO BE FILLED BY THE HEAD OF DEPARTMENT

4.1 APPOINTMENT CLASSIFICATION

Nature of Task	Minimum Qualification	Rate per hour* (RM)	Max Teaching Hours**	Max per month per subject* (RM)	Please Tick
Teaching Postgraduate Courses	Ph.D., Master	150	8	3,200	
Teaching Undergraduate Courses	Ph.D., Master	100		3,200	
Teaching Pre-University Courses (CFS/CELPAD)	Master, Bachelor	80	10	3,200	
Demonstrator/Practical Instructor/Credited Co-Curriculum Courses	Bachelor	50	10	600	
	SPM/STPM	25		600	

*Rate of payment is based on MSD Service Circular No. 3/2009

**Maximum teaching hours is based on MSD Service Circular No. 6/2005

***Claim for teaching hours should be according to official schedule

4.2 APPOINTMENT CLASSIFICATION FOR DU/DUF/DUG*

Post and Grade	Rate per hour* (RM)		Rate for bedside teaching / clinical / practical	Max claim per month* (RM)	Please Tick
	Kulliyah	Tutorial			
Professor (VK7)	300	200	300 per session**	4,500	
Associate Professor (53/54)	200	130	200 per session	4,000	
Assistant Professor (51/52)	150	100	200 per session	3,500	
Lecturer/Trainee Lecturer (51P)/Medical Officer Non-Specialist	120	90	120 per session	3,200	
Support Group / Tutor	-	-	80 per session	2,500	

*Rate of payment is based on MSD Service Circular No. 11/2015

** Session refers to morning session and afternoon session. Each session is not less than one (1) hour

4.3 DETAILS OF REQUEST		
No.	Details	Please state
a.	Subject(s) to be taught	
b.	Period of appointment	
c.	Will prepare examination papers? <i>Payment rate is RM100*</i>	
d.	Will mark answer scripts? <i>Payment rate*:</i> a. <i>RM2.50 per script if the examination period is more than two (2) hours</i> b. <i>RM2.00 per script if the examination period is less than two (2) hours</i>	
e.	Please complete the Teaching Workload Analysis template. Refer Attachment A. Only one analysis for all applications.	

**Based on MSD General Circular No.4/1995*

Comments (If any)

Head of Department

Date

5. RECOMMENDATION FROM THE DEAN/DIRECTOR

Recommended

Not Recommended

Dean/Director

Date

6. KULLIYAH/CENTRE/DIVISION (GENERAL OFFICE)

Please proceed this part if Dean/Director gives the recommendation

Source of Budget

Central

Kulliyyah

Attached herewith the followings documents for generating Part-Time Lecturer ID:

Analysis of Teaching Workload by Department
(Attachment A)

EPF Statement

Copy of Identification Card

Copy of Passport – *for International Applicant (1st Page)*

Bank Account Statement (1st Page)

Copy of Immigration Pass – *for International Applicant*

SOCISO Statement/Form (if no SOCISO)

SFS result of previous semester if reappointment

Deputy Director

Date

7. RECOMMENDATION FROM MANAGEMENT SERVICES DIVISION

Recommended

Not recommended

Director, MSD

Date

8. APPROVAL FROM THE DEPUTY RECTOR (ACADEMIC & INTERNATIONALISATION)

Approved

Not approved

Deputy Rector (Academic & Internationalisation)

Date

9. FOR OFFICE USE

ID generated

ID not generated

Senior Assistant Director, MSD

Date

**Teaching Workload Analysis by Department
For the Purpose of Application for Part-Time Academic Staff
(Only one analysis for each department for all applications)**

Department: _____

Kulliyah/Centre/Institute: _____

- a. Semester/Session: _____
- b. No of active academic staff at department: _____
- c. No of students at department / university (if service courses): _____
- d. Total number of sections offered at department for the semester applied:
 - a. Pre-University courses: _____
 - b. Undergraduate courses: _____
 - c. Postgraduate courses: _____

No.	Staff Name	Staff No	Special Assignment/Post <i>e.g. Dean, Head of Department etc.</i>	Teaching Workload (credit hours)		Supervision (1 supervisee = 1 credit hour)	Total Workload
				UG courses	PG courses	No of supervisee	
1.							
2.							
3.							
4.							
5.							

List of new courses/section to be offered

No.	Course Code	Course Title	Section	Class Limit	Part-Time Academic Staff to be Assigned
1.					
2.					
3.					
4.					
5.					

ATTACHMENT A – SAMPLE 2

**Teaching Workload Analysis by Department
For the Purpose of Application for Part-Time Academic Staff
(Only one analysis for all applications)**

Department: _____

Kulliyah/Centre/Institute: _____

- e. Semester/Session: _____
- f. No of active academic staff at department: _____
- g. No of students at department / university (if service courses): _____
- h. Total number of sections offered at department for the semester applied:
- a. Pre-University courses: _____
- b. Undergraduate courses: _____

No.	Staff Name	Staff No	Special Assignment/Post <i>e.g. Dean, Head of Department etc.</i>	Total Teaching Workload (credit hours)
1.				
2.				
3.				
4.				
5.				

List of new courses/section need to be offered

No.	Course Code	Course Title	Section	Class Limit	Part-Time Academic Staff to be Assigned
1.					
2.					
3.					
4.					

ACADEMIC STAFF TEACHING WORKLOAD

POSITION	REQUIRED TEACHING HOURS (CREDIT HOURS)	MAXIMUM TEACHING HOURS (CREDIT HOURS)
Dean	3	6
Director	3 - 6	6
Deputy Dean	6	6
Head of Department	6 - 9	9
Professor	9 - 12	12
Associate Professor	12	12
Assistant Professor	12	12

Source: 341st Senate Meeting held on 16th October 2008

For the calculation of **Supervision Workload**, the 413th Senate Meeting held on 24th April 2015 endorsed the following:

- a. For every postgraduate student supervision:
 - i. One (1) credit hour is awarded to the academic staff who is appointed as the main supervisor;
 - ii. A half (0.5) credit hour is awarded to the co-supervisor.
- b. For every undergraduate student supervision, a half (0.5) credit hour is awarded to the main supervisor.

Supervision workload **cannot** be counted or contra with the teaching credit hours for the purpose of Extra Teaching Claim.

ACADEMIC TEACHING WORKLOAD FOR DG SCHEME

For the purpose of comparison of calculation of contact hours per year, the number of teaching hours per year for the following grade of service:

Grade of Service	Maximum Teaching Hours in Normal Semester (Credit Hours)	Maximum Teaching Hours in Short Semester (Credit Hours)	Total workload per academic semester
DG Scheme at CFS (Matriculation Teachers)	16	8	40
DG Scheme at CELPAD (CELPAD Teachers)	18	10	46

Source: 427th Senate Meeting held on 26th August 2016