SOP ON THE APPOINTMENT AND RE-APPOINTMENT OF PART-TIME TEACHING STAFF

START

NO	PROCESS	TIME FRAME
1.	Department studies the offering of courses for new semester and analyse the demands from students and the current teaching workload of academic staff. Reports from Registration System to do the analysis: a. Reserved list b. Petitioned courses c. Expected number of former CFS, PRSS or new students d. Trend of courses offered in previous semesters	At least one month before new semester begins
2.	If all academic staff have reached the maximum teaching workload and there are still needs to offer/open new courses/sections, request for part-time teaching staff.	
3.	Department fill the Analysis form (Attachment A). It can be either Sample 1 or Sample 2	
4.	Department identify the candidate(s) and requests the candidate(s) to fill in the Application for Part-Time Teaching Staff form. All forms must have: a. A copy of IC or passport b. A copy of bank statement c. EPF and SOCSO number d. A copy of immigrant pass – for International e. SFS report of previous semester – if re-appointment	
5.	Department submit application(s) for Part-time Teaching Staff with Teaching Workload Analysis to General Office, Centre of Study	
6.	Dean recommended or not the applications	
7.	If yes, General Office, Centre of Study compiles and complete the form(s)	
8.	General Office, Centre of Study submit application form(s) and Teaching Workload Analysis to MSD	At least two (2) weeks before new semester begins
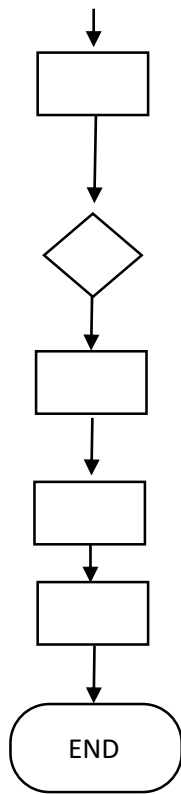
9.	MSD check the analysis, needs and request for part-time teaching staff and recommended or not recommended	2 days	
10.	Deputy Rector (Academic & Industrial Linkages) approved or not approved the applications.	2 days	
11.	If approved by DRAIL, MSD generate PT ID. If re-appointment, MSD use previous PT ID.	1 day	
12.	MSD notifies Centre of Study on the approval/non-approval.		
13.	Centre of Studies issue appointment letters to candidate(s)		

END

As of 22nd September 2020
Employment (Academic) Unit, MSD