الجامعة الاسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA يونيۏرسيتي إسلام انتارابڠسا مليسيا	**MANAGEMENT SERVICES DIVISION**

APPLICATION FOR PART-TIME ACADEMIC STAFF FOR NON-IIUM STAFF

Department:_____

Kulliyyah/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:

    i.   Pre-University courses: _____

    ii.   Undergraduate courses: _____

    iii.   Postgraduate courses: _____

e. Total number of Part-Time Academic Staff requested: _____

List of new courses/section need to be offered

No.	Course Code	Course Title	Section	Class Limit	Part-Time Academic Staff to be Assigned	Period of Appointment
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

1. JUSTIFICATION FROM THE HEAD OF DEPARTMENT/UNIT

_____   _____
Head   Date

2. RECOMMENDATION FROM THE DEAN/DIRECTOR

☐ Recommended   ☐ Not Recommended

_____   _____
Dean/Director   Date

3. KULLIYYAH/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/activating 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*

☐ SOCSO Statement
SOCSO Form (if no SOCSO) – *for International Applicant*   ☐ SFS result of previous semester if reappointment

☐ Copy of the highest qualification certificate

_____   _____
Deputy Director   Date

4. CHECKING BY EMPLOYMENT (ACADEMIC) UNIT, MSD

_____   _____
Senior Assistant Director, EAU, MSD   Date

5. RECOMMENDATION FROM MANAGEMENT SERVICES DIVISION

☐ Recommended   ☐ Not recommended

_____   _____
Director, MSD   Date

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

☐ Approved   ☐ Not approved

_____   _____
Deputy Rector (Academic & Internationalisation)   Date

7. FOR OFFICE USE

☐ ID generated/activated   ☐ ID not generated/not activated

_____   _____
EAU, MSD   Date

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

Department:_____

Kulliyyah/Centre/Institute:_____

No.	Staff Name	Staff No	Special Assignment/Post *e.g. Dean, Head of Department etc.*	Total Teaching Workload (credit hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

* Alternatively, Department/Unit can submit a report on Teaching Workload/Slips generated from Registration System

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

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