APPLICATION AND ASSESSMENT FORM FOR PROMOTION TO THE
POSITION OF PROFESSOR (VK7) / ASSOCIATE PROFESSOR (DS/DU54) /
ASSISTANT PROFESSOR (DS/DU52)

Name of Applicant : _______________________________________
Staff No./Email Address : _______________________________________
Department/Kulliyyah/Centre : _______________________________________
Position Applied : _______________________________________

Service Details :-

1. Date of Appointment : _______________________________________
as Assistant Professor (DS/DU45) / Associate Professor (DS/DU53)
2. Date of Confirmation in Service (if relevant) : _______________________________________
3. Date of Promotion : _______________________________________
to Assistant Professor (DS/DU52) / Associate Professor (DS/DU54)
4. Competency Level : CL ____________ /Date _________________
Assessment (CLA) course attended

Guidelines to applicants:
(i) The applicant must fill in the relevant parts and forward the duly completed form to the DD/AD of the Kulliyyah.
(ii) Information provided must be after obtaining Ph.D. degree / the last promotion (except for promotion from Grade 52 to 54).
(iii) The applicant must also submit his/her updated CV (including the information before obtaining Ph.D. degree/the last promotion) and his/her latest passport size photograph.
(iv) The application must be attached with the relevant documents (proof of evidence).
(v) The application must be in type-written format.
(vi) The list of local & international journals to be certified by the Dean’s office of the Kulliyyah.
(vii) Please refer to the website http://www.iiu.edu.my/msd for guideline on how to fill up the form.
(viii) Please refer to appendix on the weightage of each criteria for the respective promotion post.

Please attach a recent passport size photo here
1. **Teaching**

[Please indicate, in chronological order, courses you have taught or developed after obtaining Ph.D. degree / since your last promotion as required in (a), (b) & (c)]

(a) Number of courses (including the repeated course)
- undergraduate, postgraduate or University level courses
  
  *(3 points per course per semester)*
  
  **Undergraduate Programme**
  
  - Block/Semester :
  - Course title :
  - Course code :
  - Credit hours :

- **Postgraduate Programme**
  
  - Block/Semester :
  - Course title :
  - Course code :
  - Credit hours :

(b) Development of new programme/department/ Kulliyyah
  
  *(4 points per programme/department/ Kulliyyah)*
  
  - Block/Semester :
  - Programme :
  - Department/Kulliyyah :
  - Course title :
  - Credit hours :

(c) Development of new courses
  
  *(2 points per course)*
  
  - Block/Semester :
  - Programme :
  - Course title :
  - Course code :
  - Credit hours :

**Points =**

<table>
<thead>
<tr>
<th>Criteria / Point</th>
<th>Assessment Points</th>
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<tr>
<td><strong>(To be filled in by the applicant)</strong></td>
<td><strong>Applicant</strong></td>
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Note:

- Maximum point for criteria 1 for promotion to the position of Assistant Professor (Not involved in clinical supervision) : 25 points
- Maximum point for criteria 1 for promotion to the position of Assistant Professor (Involved in clinical supervision) : 10 points
- Maximum point for criteria 1 for promotion to the position of Associate Professor (Not involved in clinical supervision) : 20 points
- Maximum point for criteria 1 for promotion to the position of Associate Professor (Involved in clinical supervision) : 10 points
- Maximum point for criteria 1 for promotion to the position of Professor : 10 points
2. **Supervision (Completed)**

Please indicate name of students, year, topic, and either as Principal or co-supervisor.

(a) Ph.D.
   - Principal Supervisor
     (8 points per student)
   - Co-Supervisor/ Supervisory Committee Member
     (5 points per student)

(b) Master
   (i) - Principal Supervisor
     (5 points per student)
   - Co-Supervisor/ Supervisory Committee Member
     (3 points per student)
   (ii) - Supervisor of research paper for Master’s programme (non-thesis)
     (3 points per student)
   (iii) - Supervisor of applied (independent) research
     (2 points per student)

(c) Postgraduate Diploma
    (0.5 point per student)

(d) Final year project
    (1 point per project)

(e) Practicum
    (1 point per session)

(f) Seminar
    (2 points per seminar)

(g) Studio
    (applicable for Architecture only)
    (1 point per studio)

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**Points =**

**Note:**
- Maximum point for criteria 2 for promotion to the position of Assistant Professor (All kulliyyahs) : 10 points
- Maximum point for criteria 2 for promotion to the position of Associate Professor (Not involved in clinical supervision) : 15 points
- Maximum point for criteria 2 for promotion to the position of Associate Professor (Involved in clinical supervision) : 10 points
- Maximum point for criteria 2 for promotion to the position of Professor (Not involved in clinical supervision) : 20 points
- Maximum point for criteria 2 for promotion to the position of Professor (Involved in clinical supervision) : 10 points

*Professor and Assoc. Prof. must supervise at least one MA/Ph.D student per assessment year*
### Assessment Points

<table>
<thead>
<tr>
<th>Criteria / Point (To be filled in by the applicant)</th>
<th>Applicant</th>
<th>Head of Department</th>
<th>Chairman of Kulliyyah Promotion Board</th>
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</table>

#### 3. Clinical Supervision (Completed)

Please indicate name of course(s) title, semester/year and number of students involved in the above academic activities.

- **Course title:**
  - **Sem / year:**
  - **No. of students:**

(a) **Ph.D./Specialist**
   
   (5 points per student)

(b) **Master (Basic Medical Science)**
   
   (4 points per student)

(c) **Final year project**
   
   (1 point per student)

(d) **Practicum**
   
   (1 point per student)

(e) **Seminar**
   
   (1 point per student)

**Points =**

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**Note:** *This column is only applicable for Academic Staff on Grade DU and involved in clinical supervision*

- Maximum point for criteria 3 for promotion to the position of Assist. Prof (DU52) must include either (a) or (b) : 15 points
- Maximum point for criteria 3 for promotion to the position of Assoc. Prof (DU54) must include either (a) or (b) : 15 points
- Maximum point for criteria 3 for promotion to the position of Professor must include either (a) or (b) : 10 points
### Criteria / Point
(To be filled in by the applicant)

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#### 4. Research
Please provide details of completed research after obtaining Ph.D. degree / since your last promotion in the following format:

- **Research title:**
- **Grant (Amount):**
- **Year/Period:**
- **Funded by:**
- **Researcher:**
- **Status:**

#### Category of Research

- **(a) IRPA (MOSTI)**
  - **(Principal Researcher: 10 points)**
  - **(Co-researcher: 5 points)**

- **(b) Research in collaboration and funded by the International organisations**
  - **(i) - long term (more than one year)**
    - **(Principal Researcher: 10 points)**
    - **(Co-researcher: 5 points)**
  - **(ii) - short term (less than one year)**
    - **(Principal Researcher: 8 points)**
    - **(Co-researcher: 4 points)**

- **(c) Research funded by the International organisations (not collaborated)**
  - **(i) - long term (more than one year)**
    - **(Principal Researcher: 8 points)**
    - **(Co-researcher: 4 points)**
  - **(ii) - short term (less than one year)**
    - **(Principal Researcher:6 points)**
    - **(Co-researcher: 3 points)**

- **(d) Research funded by the local organisations**
  - **(i) - long term (more than one year)**
    - **(Principal Researcher: 6 points)**
    - **(Co-researcher: 3 points)**
  - **(ii) - short term (less than one year)**
    - **(Principal Researcher: 4 points)**
    - **(Co-researcher: 2 points)**

- **(e) University funded research**
  - **(i) - RM10,000-00 or more**
    - **(Principal Researcher: 6 points)**
    - **(Co-researcher:3 points)**
  - **(ii) - Between RM1,000-00 and RM10,000-00**
    - **(Principal Researcher:2 points)**
    - **(Co-researcher:1 point)**
### Assessment Points

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#### 5. Consultancy
(Please give details, e.g. type and purpose of consultancy, sponsor(s) and period of consultancy)

**Note:**
Consultancy must be registered with the Bureau of Consultancy and Entrepreneurship or Strategic Business Unit (SBU) under each Kulliyyah. For a consultancy project involving more than one (1) person, the point will be based on the involvement or the scope of work of each consultant.

(a) Project
1 point per RM10,000-00 and above worth of project

- Project title:
- Grant (Amount):
- Year/Period:
- Funded by:
- Status:

(b) Appointment as Expert by other Institutions
2 points per appointment per Institution (public or private agencies)

- Title:
- Date:
- Inst.:

Points \(4 + 5\) =

**Note:**
Maximum point for criteria 4 & 5 for promotion to all academic positions : 20 points

However, maximum point for each of the criteria (4 and 5) **must not** exceed 15 points
### Criteria / Point
*(To be filled in by the applicant)*

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</table>

### 6. Publications

Please list your publications in chronological order according to the category of publications. The information provided should consist the following items:

**Article:** Authors, Title, Periodical & No/Vol/Year/Pp./Impact Factor (if any)/Number of citation (if any)

**Book:** Title, Author, ISBN & Publisher

(a) Publications in journal listed in citation index (e.g. Scopus, ISI Index, etc.) *(7 points)*

(b) Publications in journal not listed in citation index *(4 points)*

(c) Academic book published by:-
   (i) reputable international publisher (Wiley, Oxford, Prentice Hall, etc.) *(10 points)*
   (ii) well established reputable local publisher (IIUM Research Centre, UM Press, etc.) *(7 points)*
   (iii) less reputable local publisher *(4 points)*

(d) Academic book published by the author himself/herself *(1 point)*

(e) Academic book edited (including revision which should be officially endorsed by the respective Department) *(4 points)*

(f) Academic book translated (which should be officially endorsed by the respective Department) *(2 points)*

(g) Chapters in academic book (which should be officially endorsed by the respective Department) *(2 points)*

(h) Monograph (must be in English or Arabic language) which is:-
   (i) published by the Kulliyyah *(2 points)*
   (ii) published by the author *(1 point)*
   (iii) published by the University/IIUM Research Centre *(3 points)*

(i) Article/Book Review *(1 point)*

(j) Published manual/guidelines/supplement *(1 point)*

(k) Academic articles in magazines/newspapers *(0.5 point)*

**Points from (a), (b) & (c) only =**

<table>
<thead>
<tr>
<th>Minimum from (a), (b) &amp; (c):</th>
<th>Asst. Professor (DS/DU52)</th>
<th>Assoc. Professor</th>
<th>Professor</th>
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<tbody>
<tr>
<td></td>
<td>4</td>
<td>12</td>
<td>25</td>
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</table>
7. Conference

Please list the conferences you have attended in chronological order according to the category of conferences. The information provided should consist the following: Title of paper, Author, Name of the Conferences, Date and Venue.

(a) International conference papers (inclusive of the international conference papers published in the conference proceedings [i.e. 3 points per conference paper]) (3 points)

(b) National conference papers (1 point)

Points =

- The status of a journal is determined by the Kulliyyah (Publication in the form of other media may be considered [hard copy, softcopy or virtual]

- An academic book or book review must be in English or Arabic. An academic book should, normally, be 100 pages and above.

- The same articles used for promotion to Associate Professor, cannot be used again for promotion to the post of Professor.

- In determination of minimum points for publications, item a, b and c only to be used.
  : Asst. Professor (DS/DU52) 4
  : Assoc. Professor 12
  : Professor 25

Note: - Maximum point for criteria 6 & 7 for promotion to the position of Assistant Professor : 30 points
- Maximum point for criteria 6 & 7 for promotion to the position of Associate Professor : 30 points
- Maximum point for criteria 6 & 7 for promotion to the position of Professor : 40 points
8. Service to the Community
(Please provide particulars of positions held, type of responsibilities, name of events and dates, etc.)

8.1 Administration
(a) Top management (Rector / Deputy Rector) (5 points per year)
(b) Dean / Director (4 points per year)
(c) Deputy Dean (2 points per year)
(d) Principal (2 points per year)
(e) Head of Department (2 points per year)
(f) Fellow (1 point per year)
(g) Deputy Head / Supervisor / Coordinator (1 point per year)
(h) Standing Committee (excluding a, b, c & d) (1 point per year)

8.2 Academic
(a) Member of editorial board at national level (1 point per year)
(b) Member of editorial board for refereed journal of international standing (3 points per year)
(c) Referee for articles/journal (where the staff is not a member of the editorial board) (1 point per article)
(d) Holding a position in professional/academic association at national/international level (2 points per year)
(e) External Examiner / Supervisor
   (i) External (1 point per appointment)
   (ii) Internal (IIUM) (0.5 point per appointment)
(f) Organising international/national level conferences (1 point per appointment)

8.3 Community Involvement
(a) Committee member of organisation/association; committee member of staff association at the University level (0.5 point per appointment)
(b) Member of professional body/association (2 points per appointment)
(c) Committee member of organisation at state level (1 point)
(d) Academic forum/panel (on television/radio) (0.5 point)
(e) Involvement in sports at University/ state level (0.5 point)
(f) Member of advisory board to the Government or main social organisation/local University/agency/institution (1 point)
(g) Involvement in sports at national/international level (1 point)

Points =

**Note:**
- Maximum point for criteria 8 for promotion to the position of Assistant Professor: 15 points
- Maximum point for criteria 8 for promotion to the position of Associate Professor: 15 points
- Maximum point for criteria 8 for promotion to the position of Professor: 10 points
## Criteria / Point
(To be filled in by the applicant)

<table>
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<tbody>
<tr>
<td>9. Bonus</td>
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<tr>
<td>(Please provide name of award/prize, awarding body and date conferred for contribution to knowledge and society)</td>
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<tr>
<td>9.1 Award/ Recognition/ Prize</td>
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<tr>
<td>(a) International (e.g. Geneva Invention, Al Malik Faisal, IDB Prize, UNESCO, etc.) (10 points)</td>
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<td>(b) National (e.g. Tokoh Ma’al Hijrah, etc.) (5 points)</td>
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<td>(c) University (2 points)</td>
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<td>9.2 Contribution to promotion of the University’s mission (2 points)</td>
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<td>9.3 Critical Factor [to be filled in by Head of Department or Deputy Dean (Academic) (10 points)</td>
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<td>9.4 Teaching Quality [to be filled in by Head of Department or Deputy Dean (Academic) (5 points)</td>
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Points =

GRAND TOTAL (Criteria 1 - 9)

Note: Criteria of 9.3 & 9.4 are to be filled by the Head of Department and the Kulliyyah’s Board of Promotion

Maximum point for criteria 9 for promotion to all academic positions: 15 points

### NAMES OF Ph.D / SPECIALIST QUALIFICATION SUPERVISOR(S)
– Applicable for promotion to the post of Assistant Professor (Grade 52) / Associate Professor only

My Ph.D / Specialist qualification supervisor are as follows:

1. Name:
   Designation:
   Email:
   Address:

2. Name:
   Designation:
   Email:
   Address:

3. Name:
   Designation:
   Email:
   Address:

Signature of applicant: __________________________

Date : __________________________
PROPOSED NAMES OF EXTERNAL ASSESSORS TO ASSESS THE PUBLICATIONS OF THE APPLICANT

Note: This column must be filled by the Head of Department, failure which the form will be returned to the Kulliyyah.

Post applied: Professor (Please nominate four (4) local scholars and three (3) international scholars as an External Assessors must be at the level of Professor)

Post applied: Associate Professor (Please nominate three (3) local scholars and two (2) international scholars as an External Assessors at least at the Associate Professor level)

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<tr>
<th></th>
<th>Name:</th>
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<th>Email:</th>
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Note: The assessment of external assessors is not the sole deciding factor in determining the result of promotion
* Not applicable for the promotion to the position of Assistant Professor (DS/DU52).
* The University is not obliged to accept the name proposed for the external assessors.
OVERALL COMMENT BY THE HEAD OF DEPARTMENT/DEPUTY DEAN (ACADEMIC AFFAIRS) :-

Signature: 
Official Stamp: 
Date: 

OVERALL COMMENT BY THE CHAIRMAN, KULLIYYAH'S PROMOTION BOARD:-

Signature: 
Official Stamp: 
Date: 

Human Resource Services
Management Services Division
As of Majlis Meeting No (to be updated later – once approved)