

## AREA 5 : ACADEMIC STAFF

5.1 Recruitment and Management				
Benchmarked Standards				
	Description	Action	Evidence	Relevant Parties
5.1.1	Provide the HEP policies on academic staff recruitment to include the requirements related to the qualifications for appointment.	<p>1. Process, Criteria &amp; Policy/Regulation Referred For The Recruitment Of Academics Staff</p> <p>1.1 Basis for academic staff recruitment as below:</p> <p>a. The estimated numbers of engineering lecturers are with the ratio of 1 lecturer to 10 students, and the estimated numbers of non-engineering lecturers are with the ratio of 1 lecturer to 20 students.</p> <p>b. For the post of Teaching Engineer, estimated numbers are base on the numbers of labs and workshops that being built from time to time. The ratio of TE is 1 Teaching Engineer to 1 lab/ workshop.</p> <p>c. The estimated numbers of assistant lecturers are base on 2% out of the overall</p>	<p>Appendix E1</p> <ul style="list-style-type: none"> <li>Unjuran Pengambilan Staf Berdasarkan Unjuran Pelajar sehingga 2015</li> </ul> <p>Appendix E2 :</p> <ul style="list-style-type: none"> <li>Peraturan-Peraturan Pegawai Awam (Pelantikan, Kenaikan Pangkat dan Penamatan</li> </ul>	Registrar

		<p>numbers of academic staffs that approved for the particular year.</p> <p>d. The estimated numbers of tutor/fellow is only 20 persons per faculty for that particular year.</p> <p>1.2 The recruitment application will be proceed to the Federal Agency (Ministry of Higher Education, Public Service Department and Treasury) for recruitment warrant approval.</p> <p>1.3 Numbers of academic staff recruitment (Lecturers, Teaching Engineer, Language Teacher and Tutor) are based on recruitments warrant that is approved by the university.</p> <p>1.4 Based on the Public Servants Regulations (Appointment, Promotion and Service Termination) 2005, all positions to be filled must be advertised at least in one Malay daily newspaper. All information about the vacant job positions such as name, status, salary information, academic qualifications, nationality,</p>	<p>Perkhidmatan) 2005</p> <p>Appendix E3 :</p> <ul style="list-style-type: none"> <li>• Perlembagaan Universiti</li> </ul> <p>Appendix E4:</p> <ul style="list-style-type: none"> <li>• Polisi dan Prosedur Kenaikan Pangkat Staf Akademik UTeM</li> </ul> <p>Appendix E5:</p> <ul style="list-style-type: none"> <li>• Skim Perkhidmatan daripada JPA</li> </ul> <p>Appendix E6;</p>	
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		<p>date of closing and must address to the public to facilitate the application.</p> <p>1.5 Registrar's Office will make the first screening in terms of basic qualifications such as age, citizenship and SPM result (Malaysia Certificate of Education). Successful candidates for the first screening will be forwarded to the Dean of the Faculty / Centre / Institute for the second screening process.</p> <p>1.6 Application of successful candidates in the second screening will be called to attend the Technical Competency Tests and English Proficiency Test. University has decided that candidates with academic experience at least one year are not subject to sit the tests. Only the successful candidates will be called for the interview.</p> <p>1.7 Based on the provisions of the University Constitution of paragraph 24, allows the University Selection Committee established for</p>	<ul style="list-style-type: none"> <li>• Carta 1: Proses Pengambilan staf akademik</li> </ul> <p>Appendix E7:</p> <ul style="list-style-type: none"> <li>• Statistik staf sehingga 19 Mei 2009</li> </ul> <p>Appendix E8:</p> <ul style="list-style-type: none"> <li>• Table 1: Statistik staf mengikut Kelayakan akademik dan Pengalaman Kerja</li> </ul> <p>Appendix E10:</p> <ul style="list-style-type: none"> <li>• Polisi dan Prosedur Kenaikan Pangkat</li> </ul>	
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		<p>the purpose of Appointment To A Chair and The Appointment and Promotion To Senior Professor and Professor positions while paragraph 49 to allow the University to establish Selection Committee for Teacher Position besides chairs, Associate Professor, Lecturer, Engineer Instructor &amp; Tutor. Committees are responsible for recommending to the University Management staff regarding a new appointment or promotion of academic staff.</p> <p>1.8 Candidates who are recommended by the Selection Committee and approved by the University Management will be given a job offer letter stating the job information, salary and other matters related to the services themselves and report this ad. Offers is still subject to the Public Officers Regulations (Appointment, Promotion and Termination of Service) 2005.</p> <p>2. Functions Selection Committee: -- Functions, and limits the scope of the task force</p>	<p>Penolong Pensyarah Bahasa</p>	
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		<p>committee has coordinated the University through the Special Executive Council Meeting dated 10 April 2006 and May 31, 2006 include the committee of Electors:</p> <p>2.1 The Selection Committee For The Purpose of An Appointment To A Chair and Appointment and Promotion to the Posts of Senior Professors and Professors;</p> <p>2.1.1 Function of the Electors committee is to certify to the LPU for:</p> <ul style="list-style-type: none"> <li>a. Appointment</li> <li>b. Setting Starting Salary</li> <li>c. Contract</li> <li>d. Renewal</li> <li>e. Other matters related to personnel staff involved</li> </ul> <p>2.1.2 List of committee membership is:</p> <ul style="list-style-type: none"> <li>a. Vice-Chancellor (Chairman)</li> <li>b. One member appointed by the LPU</li> <li>c. Dean of Faculty / Centre / Institute</li> </ul>		
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		<p>which is allotted chairs.</p> <p>d. Two (2) members of the Senate appointed as Professor by the Senate.</p> <p>e. Registrar (Secretary)</p> <p>f. Secretariat (BPSM, Registrar's Office).</p> <p>2.2 The Selection Committee For The Purpose of An Appointment To A Teacher (Associate Professors, Senior Lecturers, Lecturers, Teaching Engineers, Language Teachers and Tutors)</p> <p>2.2.1 The Selector Committee Function is to certify to the Vice Chancellor / University of Management:</p> <p>a. Appointment</p> <p>b. Setting Starting Salary</p> <p>c. Promotion</p> <p>d. Other matters related to personnel staff involved</p> <p>2.2.2 List of committee membership are:</p> <p>a. Vice-Chancellor (Chairman)</p>		
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		<ul style="list-style-type: none"> <li>b. Deputy Vice Chancellor (Academic &amp; International)</li> <li>c. Registrar</li> <li>d. 1 member of the Senate appointed as Professor by the Senate</li> <li>e. Dean of Faculty for which the office is allotted</li> <li>f. Chief Deputy Registrar (Secretary)</li> <li>g. Secretariat (BPSM, Registrar's Office).</li> </ul>		
5.1.2	Provide data to show that staffing profile matches the range and balance of teaching skills, specializations and qualifications required to deliver each programme.	Based on the statistics of the academic staff until May 19, 2009, most of the academic staff have been appointed based on their academic or industrial background.	Appendix E5 : <ul style="list-style-type: none"> <li>• Statistik Staf sehingga 19 Mei 2009</li> </ul>	Registrar/ Faculty
	Identify any problem areas and describe corrective actions needed and planned.	<ul style="list-style-type: none"> <li>• Difficulty in finding suitable candidate for certain field of specialization</li> </ul> Corrective actions: <ul style="list-style-type: none"> <li>- to employ candidates among final year students</li> </ul>	Appendix E23 : <ul style="list-style-type: none"> <li>• Unjuran cuti belajar staf akademik</li> </ul>	Registrar

		<p>studying in developed country</p> <ul style="list-style-type: none"> <li>- to employ contract staff from developing country</li> <li>• Difficulty in finding experienced candidates due to salary package offered less attractive compared to private sector</li> </ul> <p>Corrective action:</p> <ul style="list-style-type: none"> <li>- Employ tutor and contract lecturer</li> </ul>	sehingga 2013	
5.1.3	Provide evidence to show that the number of academic staff involved in conducting each programme is sufficient.	<p>Based on staff statistics until May 19, 2009, total numbers of the academic staff are about 633 people (Lecturer, Teaching Engineer and Teacher Language). However only 411 staffs are active after the deduction total of 222 staff that is on study leave in the current year. If the number of student enrolment for Semester 2, Session 2008/2009 are about 7096, thus the current ratio of active staff and the students are out of 1 academic staff is equivalent to 17 students which this ratio is not appropriate base on EAC needs (the ideal ratio is 1:10).</p>	<p>Appendix E7 :</p> <ul style="list-style-type: none"> <li>• Statistik Staf sehingga 19 Mei 2009</li> </ul> <p>Appendix E9 :</p> <ul style="list-style-type: none"> <li>• Fail meja Pensyarah gred DS45</li> </ul> <p>Appendix E23 :</p>	Registrar



		From 2001 – 2008, staff who were on study leave for Master are 239 people and 206 for PhD level.	<ul style="list-style-type: none"> <li>• Unjuran cuti belajar staf akademik sehingga 2013</li> </ul>	
5.1.4	Describe the teaching responsibility, research and scholarly activities, consultancy, community services and administrative functions of the academic staff to show a balance of functions and responsibilities in line with academic conventions.	<p>University has established a policy through the Policy and Procedure Promotion of Academic Staff in the scope of tasks and the weights for each task described in the form of percentage. Policies and Procedures Academic Staff Promotion is shown in Appendix 5 while the Policy and Procedure Promotion Pen. Language teaching is as in Appendix 6.</p> <p>The scope of this task is subject to "5P" which has become the practice not only in this University but also in any other institutional Higher Education, the only difference between UTeM and other universities are weights for each task. "5P" is meant:</p> <ol style="list-style-type: none"> <li>Teaching and Learning</li> <li>Research and Innovation</li> <li>Writing and Publishing</li> <li>Consultation and Service Industry</li> </ol>	<p>Appendix E10:</p> <ul style="list-style-type: none"> <li>• Polisi dan Prosedur Kenaikan Pangkat Penolong Pensyarah Bahasa</li> </ul> <p>Appendix E19 :</p> <ul style="list-style-type: none"> <li>• Polisi Lantikan ke Gred Lebih Tinggi bagi Pensyarah</li> </ul>	Registrar/ Faculty/ PPP

		v. Contribution to the University / Community.		
5.1.5	State the policy to ensure the equitable distribution of responsibilities among the academic staff.	<p>To ensure the equitable distribution of the work load among the academic staff, UTeM has provided a guideline to determine the maximum hours of work load for the academic staff.</p> <p>Criteria contain seven (7) major components of the Teaching, Research, Consultancy, Writing &amp; Publishing, Academic Services and Community Services. (Meeting of Senate No. 7/2008).</p> <p>The minimum hours for academic work load are as follows:</p> <ol style="list-style-type: none"> <li>a. Grade 41/45/51/52 - 40 hours per week</li> <li>b. Grade 53/54/VK - 50 hours per week</li> </ol> <p>Meeting of Senate No.4/ 2008 has agreed that academic staffs that have exceeded the maximum 18-hour clash (credit hours) per week may demand a payment of part-time lecturers, subject to certain conditions.</p>	<p>Appendix E13 :</p> <ul style="list-style-type: none"> <li>• Surat Pekeliling Pentadbiran Bil.7/2008 : Penetapan Beban Akademik Maksimum Staf Akademik UTeM</li> </ul>	Registrar/ Faculty
5.1.6	State the UTeM's policy for ensuring that teaching, research and service	<p>POLICY &amp; PROCEDURE FOR ACADEMIC STAFF UTeM</p> <p>i. PROMOTION CRITERIA</p> <p>Promotion policy for the academic staff, Teaching &amp;</p>	<p>Appendix E18:</p> <ul style="list-style-type: none"> <li>• Dasar dan Kaedah Pemberian</li> </ul>	Registrar/ Faculty

	<p>contributions are appropriately recognised and rewarded.</p>	<p>Supervision, Research &amp; Innovation, Consultancy &amp; or Service Industry, Writing &amp; Publishing and Contributions to the University / Community as an indication for measuring the academic achievement, performance and excellence. Each criterion is assessed by the quantity and quality.</p> <p>ii. RESEARCH &amp; PUBLICATIONS AWARDS</p> <p>Sponsorship programs in the annual Night CIPTA (Cetusan Inspiration Project &amp; Technical Applications) to recognize achievements covering research literature in journals and books as well as participation in exhibitions.</p> <p>POLICIES AND METHODS OF EXCELLENT SERVICE AWARD (APC) AND TARGET OF WORK FOR ACADEMIC STAFF</p> <p>Empowerment is based on the Annual Performance Evaluation Report (LPPT) staff who obtained 85% marks and above.</p> <p>Incentives and prizes received by the eligible recipient</p>	<p>Anugerah Perkhidmatan Cemerlang dan Borang Sasaran Kerja tahunan bagi staf Akademik</p> <p>Appendix E10:</p> <ul style="list-style-type: none"> <li>• Polisi dan Prosedur Kenaikan Pangkat Penolong Pensyarah Bahasa</li> </ul> <p>Appendix E19 :</p> <ul style="list-style-type: none"> <li>• Polisi Lantikan ke Gred Lebih Tinggi bagi Pensyarah</li> </ul>	
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		APC is a Certificate of Excellent Service and Performance Prize of RM1, 000.00.		
5.1.7	Describe the policies, criteria and processes in the appointment and promotion to academic positions, particularly that of professorship and associate professorship.	<p>1) Policy :-</p> <p>Appointment: Generally, the policy of appointment to the Lecturer position at any grade is based on Job Service Scheme where it is a condition that all qualified candidates to apply for positions as Lecturer.</p> <p>But in paragraph 1 (e), (f) and (g) in the Service Scheme, it introduced a few terms that distinguish candidates who are eligible to apply at a higher grade. For example, to apply to the Senior Lecturer position, candidates must have a special level of excellence in quality, to apply to the position Associate Professor, candidates must have a level of academic excellence and a very special quality to apply to the position Professor, the candidate must have a level of excellence leading quality.</p> <p>For appointment to higher position than the Grade of DS 45, University use the policy of appointment</p>	<p>Appendix E10:</p> <ul style="list-style-type: none"> <li>Polisi dan Prosedur Kenaikan Pangkat Penolong Pensyarah Bahasa</li> </ul> <p>Appendix E19 :</p> <ul style="list-style-type: none"> <li>Polisi Lantikan ke Gred Lebih Tinggi bagi Pensyarah</li> </ul>	Registrar

		<p>to a higher grade where the policies combine with the appointment of a promotion policy that candidates outside appointment is equivalent quality to the internal candidate was promoted. Appendix 8 is the Policy of Appointment to Higher Grade. However, this policy is still in proposal stage and will be presented to the Executive Council.</p> <p>For appointment to Assistant Language Lecturer, Teaching Engineer and Tutor, the University of the Scheme of Service for each job scheme as service as Lecturer in Appendix 7.</p> <p>i) Promotion: For promotion purposes, the University has established a Policy and Procedure Promotion (Appendix 5 and 6) which sets out clear guidelines with a staff can apply for promotion to higher positions. Terms used are similar to the terms of appointment as achieve academic excellence</p>		
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		<p>that special quality, a very special quality and leading quality for promotion to relevant positions. In addition, there is also a quick route to a very excellent Lecturer for promotion directly to the office or directly to the Associate Professor position with Professor Lecturer conditions that achieve academic excellence that is leading quality or very unusual quality (according to the sequence positions). Fast path is also provided to the Senior Lecturer of excellence for promotion to Professor position with its proven level of academic excellence which is also unusual quality.</p> <p>University has been decided that candidates who apply for promotion to the promoted positions should get at least 50% of the overall score (100%) in order to qualify them for interview. However, eligibility for promotions is subject to when the candidate interview</p>		
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		<p>process is held.</p> <p>Policies and Procedures for the Promotion of Teaching Engineer positions are still not established although practice for the promotion for that position had been implemented. Implementation of the promotion is based on work performance and their contribution to the development of universities.</p> <p>2)Criteria :-</p> <p>Assessment criteria for appointment to a position higher than Lecturer Grade DS45 is in line with the assessment criteria for promotion. Assessment criteria for appointment to Lecturer Grade DS45 or appointment for Teaching Engineer and Language Teachers in Grade 41 are based on academic achievement, work experience, personality and career prospects of the field.</p> <p>Here are the descriptions for each aspect of</p>		
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		<p>the assessment considered for appointment and promotion.</p> <p>i) Teaching and Supervising</p> <p>a. Teaching</p> <ul style="list-style-type: none"><li>- Workload for teaching in the Diploma, Bachelor and postgraduate level</li><li>- The teaching ability in subjects for the postgraduate level.</li><li>- Workload of teaching programs that not primary</li><li>- Quality of teaching materials used (lecture materials, etc.). Including the ability to develop new teaching materials or new approach that became the model.</li><li>- Delivery of effective teaching.</li><li>- The ability to teach various subjects in the field of specialization</li><li>- Implementation of assessment system that systematically and fairly.</li></ul>		
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		<p>/or contract research.</p> <p>b) Number and amount of grants obtained for short-term research.</p> <p>c) Number of patents produced.</p> <p>d) Research that produces new knowledge or methods</p> <p>e) Research the product / new creation.</p> <p>f) Research which received recognition in the form of awards and so forth.</p> <p>iii) Consultation and Industry Services</p> <p>a) Number and value of project consultation obtained.</p> <p>b) Achievement in the work of negotiating terms of contribution to the expansion of knowledge and / or application.</p> <p>c) Appointment by external organizations or other institutions by invitation as a specialist.</p> <p>d) Achievements in the practice of recognized professionals and recognized by the Se-</p>		
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		<p>related expertise.</p> <ul style="list-style-type: none"><li>e) Contribute to the scientific method to the affairs of bodies or professional associations.</li><li>f) Invitation to submit views in meetings, conferences and other scientific or professional that pattern.</li><li>g) Negotiations which resulted in a recognition in the form of awards.</li></ul> <p>iv) Writing and Publication</p> <ul style="list-style-type: none"><li>a) Number of scientific publications in the areas of specialization including faculty expertise who produced the original books, articles in journals, presentation papers, works of translation, editing work and other publications such as dictionaries, monograph, research reports and publications in the form of audio-visual (film, CD &amp; others).</li><li>b) Number of books, articles and scholarly</li></ul>		
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		<p>works.</p> <p>c) The ability to write original books of the academic nature of scholarly books and textbooks at institutions of higher education in terms of value and use the country's education system. This also includes writing chapters in the book or the free text books or academic scientific nature.</p> <p>d) The ability to write papers or articles in international journals or journal Refereed (journals either local or foreign journals) and scientific journals.</p> <p>e) The level of contribution in publishing the following order of priority: the work itself, work together (according to% contribution), own translation, with translation, editing and self-editing with.</p> <p>f) Writing that produce a result in the form of recognition awards</p> <p>Contribution to the University and Community</p>		
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		<p>a) To University</p> <p>Contribution to university involves:</p> <ul style="list-style-type: none"> <li>- Duties as Deputy Vice Chancellor, Dean / Director, Deputy Dean / Director, Head of Department or any office appointed by the Vice Chancellor.</li> <li>- Tasks as a member of the committee / body or task force, staff association or something similar at the University.</li> <li>- Tasks to assist academic and personality development of students at the university.</li> </ul> <p>Contribution to Faculty involves:</p> <ul style="list-style-type: none"> <li>- Duties as Coordinator / Unit Head or equivalent appointed by the Dean / Director.</li> <li>- Duties as a member of the committee / body or a similar task force at the faculty / department.</li> </ul> <p>Contribution to Community</p> <ul style="list-style-type: none"> <li>- Membership in professional bodies, associations, and the Journal Board of Editors of its kind.</li> <li>- Activity in professional bodies / associations /</li> </ul>		
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		<p>profession that is recognized or in non-professional.</p> <ul style="list-style-type: none"> <li>- Give lectures or participate in forums academic / non academic</li> <li>- Charity work, sports and creative activities.</li> </ul>		
5.1.8	Describe how the HEP balances its recruitment between all levels of academic and non-academic staff and between local and international academic staff with multi disciplinary backgrounds.	<p>i. Academic position</p> <p>Based on the Blue Print Planning Academic and Technical Staff Recruitment 2001 - 2015, the University has set specific ratios to calculate the needs of academic staff depending on the number of enrollment as shown below:</p> <p>a. Lecturer</p> <p>Based on projected enrollment, projected staff ratio is calculated based on 1 lecturer to 10 students. Number of students who are counted in this context is the Bachelor students only and does not include students or postgraduate diploma. Method arrangement applies not only in the university but also made the practice in academic staffing</p>	<p>Appendix E1</p> <ul style="list-style-type: none"> <li>• Unjuran Pengambilan Staf Berdasarkan Unjuran Pelajar sehingga 2015</li> </ul> <p>Appendix E7:</p> <ul style="list-style-type: none"> <li>• Statistik staf sehingga 19 Mei 2009</li> </ul> <p>Appendix E20:</p> <ul style="list-style-type: none"> <li>• Pekeliling Perkhidmatan</li> </ul>	Registrar/ Faculty

		<p>arrangements warrant approval by the Federal Agency of Higher Learning.</p> <p>b. Teaching Engineer</p> <p>The main role of this office is to help students get good drills or practical experience in accordance with the industry. Therefore, an Engineer Instructor will typically require laboratory or workshop for duty. Extension of that, they are also responsible for coordinating the planning and development laboratories. Therefore, the University usually take a laboratory approach using the ratio 1 / 1 students to the workshop.</p> <p>c. Language Teacher</p> <p>Mata language students, whether English or Bahasa Third is their subjects to be taken by all students as a compulsory subject option by the University. Therefore, the number of</p>	<p>bil.2/2008: Dasar dan Prosedur Pelantikan Secara Kontrak (Contract of Service) dan Pekeliling Pentadbiran</p> <p>bil.4/2008: Pelantikan Pensyarah Sambilan Secara Kontrak for Service di IPTA</p>	
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		<p>language teachers need to accommodate the number of students in one semester. For the purpose of projecting the number of language teachers, university using the percentage of 2% of the total number of positions approved in an academic year.</p> <p>Equilibrium factor in non-academic staff recruitment for all levels of positions taken into account when implementing the application process Budget Estimates (ABM) Establishment of each year. Unlike the recruitment of academic staff who use the approach based on the ratio of academic staff to the number of students [10 students to 1 academic staff (10:1)], the basic principles used in the processing of applications for non-academic personnel from each PTj depends on the function office, complexity of duties and responsibilities and staffing norms.</p> <p>Element of balance in recruitment of staff have no staff,</p>		
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		<p>especially with the placement process in a newly established PTj. Various combinations of staffing levels as the strong coupling is necessary and sufficient to move the implementation of the administrative functions of an organization at the University. For example, ideally non-academic positions required during PTj establish a new addition includes a position as Chief Assistant Registrar, Administrative Assistant (Secretarial), Administrative Assistant (Clerical &amp; Operation), Administrative Assistant (Finance) and General Office Assistant (PAP) Grade N1.</p> <p>ii. Local and International Staff</p> <p>Number of positions approved warrant based on staffing from the Ministry of Finance is for filling the position permanently unless Tutor positions. For the purpose of permanent recruitment of staff, one of the requirements that must be fulfilled by all government agencies is seeking a candidate must be from among citizens of Malaysia only. Therefore, all approved of the job can be filled regularly with local people who apply and</p>		
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		<p>successfully check screening and interview process.</p> <p>However, there are also requirements for staff expertise that non-citizens whether from developed countries or third countries.</p> <p>To improve and expand programs in the internationalization of the University, the University also increase the intake of foreign instructors by 5% compared with the number of teaching staff as a whole.</p>		
5.1.9	Describe the nature and extent of the HEP's national and international linkages in the effort to enhance its scholarly activities	<p>UTeM has linked up and signed Memorandums of Understanding with several renowned universities and companies at the forefront of the engineering and technology industry, in order to form strategic smart partnerships that will provide staff and students with practical training opportunities. The focus of collaborations is mainly in the following areas:</p> <ul style="list-style-type: none"> <li>• Exchange of staff and students for academic development to address problems of scientific progress.</li> <li>• Exchange of scientific materials made available</li> </ul>	<p>Appendix E22:</p> <ul style="list-style-type: none"> <li>• List of MOUs and MOAs between UTeM and Industries</li> </ul>	Registrar/ Faculty/ CRIM

		<p>by both parties.</p> <ul style="list-style-type: none"><li>• Collaborate in the teaching and research areas (may include students) which are of mutual interest.</li><li>• Sponsor seminars, workshops and other scientific meetings, which are of mutual interest and benefit.</li><li>• Develop training programmes, including degree and non-degree programmes.</li><li>• Exchange of academic research information, specifically to the manufacturing related fields as well as in other related fields.</li><li>• Conduct joint R &amp; D programmes.</li><li>• Organise joint seminars, conferences, workshops or courses, which are mutually beneficial.</li><li>• Exchange of personnel for the purpose of education as well as research and development.</li><li>• Provide, upon mutual written agreement, appropriate facilities to accommodate the educational needs of both parties.</li></ul>		
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5.2	Service and Development		
	Benchmark Standard		
5.2.1	<p>Show evidence of, and state the mechanisms and procedures for, professional development and career advancement of the academic staff (including study leave, sabbatical, advanced training, specialized courses, re-tooling, etc).</p>	<p>1. Study Leave Scheme</p> <p>University in collaboration with the Ministry of Higher Education (MOHE) has been providing facilities to provide access to academic staff in particular, to further study at a higher level (Masters Degree and PhD) in either the country or abroad.</p> <p>There are two types of facilities provided by the KPT / UTeM Bumiputera Academic Training Scheme (SLAB) and IPTA Academic Training Scheme (SLAI). SLAB is a facility to manage expenses under the KPT gave way to Bumiputera for further study. However, SLAI is a facility provided under the Ninth Malaysia Plan-9 and-10 for special delivery of academic PhD level studies.</p> <p>Through sponsorship offered, KPT will bear the entire cost of study, such as tuition fees, book allowance and tool allowance appliances, placement</p>	<p>Appendix 21:</p> <ul style="list-style-type: none"> <li>• Polisi Dan Peraturan Cuti Belajar</li> </ul> <p>Appendix 23:</p> <ul style="list-style-type: none"> <li>• Unjuran staf cuti belajar sehingga 2013</li> </ul> <p>Appendix E25:</p> <ul style="list-style-type: none"> <li>• Skim Cuti Sabatikal</li> </ul> <p>Appendix E26:</p> <ul style="list-style-type: none"> <li>• Skim Sangkut Industri</li> </ul>

		<p>allowances and warm clothing allowance. As for staff who have a family, UTeM will bear the cost of living allowance during the period of study such as rent assistance, family assistance allowances, clothing allowances and allowances summer placement.</p> <p>Staff that are projected for study for one year requires the approval of the Dean and the Study Leave Panel regarding the period of time and research proposals. Study Leave Policy was adopted by the KPT and UTeM is shown in Appendix 10.</p> <p>Up to 2009 UTeM has about 222 staffs that are on study leave. About 137 staffs between years 2001-2007 has return from study leave and serve the university.</p>	<p>Appendix E27:</p> <ul style="list-style-type: none"> <li>• Skim Cuti Pasca-Kedoktoran</li> </ul>	
		<p>2. Sabbatical Leave Scheme</p> <p>University has established a Sabbatical Leave Scheme since 2007 through the University's Board of Directors approval. However, until the end of 2008,</p>	<p>Appendix E25:</p> <ul style="list-style-type: none"> <li>• Skim Cuti Sabatikal</li> </ul>	

		<p>no applications have been made by university staff over a number of factors such as below:</p> <ol style="list-style-type: none"><li>a. Staff who reports themselves as early as the establishment of the University in 2001 until 2005 was encouraged to pursue studies at the Master's Degree and PhD. Therefore, holders of Doctor of Philosophy degree at that time requested in the interest of focusing efforts and energy services to the development of faculty and university. At the same time meet the burden of teaching and supervision pending the recruitment of new staff and the study leave is back on duty.</li><li>b. In the second 5 years, staff has begun to focus on research, writing and publishing but not until they qualify to apply to use this facility sabbatical.</li></ol> <p>In 2009, the University has made an improvement to the sabbatical scheme in order to allow it to be more</p>		
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		<p>systematic and interesting. Generally, sabbatical scheme that have been approved earlier, can be used but it has been combined with the Industrial Attachment Scheme and there is no detail information to be used by staff. Thus, in addition to the improvement in the year 2009, the scheme was implemented as a scheme with exclusive facilities and more systematic. This scheme has been approved by the Board of Directors of the University in 2009. Since this scheme is just approved, so no application has been made by staff. However, the University is expecting staff to give attention to the facilities of the sabbatical scheme from year 2010 onwards.</p>		
		<p>3. Industrial Attachment Scheme</p> <p>Industrial Attachment was approved by the University in 2007 together with facilities of sabbatical. Through this facility approval, staffs were sent to undergo industrial attachment in and outside the country as in Table 5.</p>	<p>Appendix E26:</p> <ul style="list-style-type: none"> <li>• Skim Sangkut Industri</li> </ul>	

		<p>In 2008, the University has made improvement to this facility and establish an Industrial Attachment Scheme (SSI) which aims to give more benefits to the staff as an encouragement for them to undergo industrial attachment. Among the improvements that have been made in this scheme is related to the facilities provided to staff who attended the industrial attachment that is not only limited to programs in the country and even to undergo attachment industry abroad such as in Appendix 12.</p>		
		<p>4. Mobility/Exchange Policy</p> <p>Based on the Service Circular no.12/2008 Appointment of the Policy and Procedure loan, and exchange of Fixed Exchange, Public Service Department to allow staff from external exchange (Government agencies / Private / International) to a government agency and vice versa and also the exchange of temporary staff (internally) to hold an important position in the agency. Addition, the circular will also allow the exchange of fixed or</p>		



		<p>absorption of the staff seconded to the agencies at the office or emoluments of not less than well received by him within or temporarily changed.</p> <p>Until 2009, UTeM has been managing mobility in many cases, the exchange of fixed and temporary transfer of interest in UTeM services. In the early stages of establishment of the University, a total of nearly 20 people leading the establishment of the University have been transferred by the Universiti Teknologi Malaysia (UTM). Next in 2002 and 2003, they have been converted to fixed services UTeM agreement with UTM.</p> <p>At the same time, the University also manages exchanged staff from the Department of Public Service, Ministry of Defense Malaysia and Universiti Sains Malaysia. However, UTeM also did not prevent staff from internal to external exchange and so far there are two people who have transferred staff to the Prime Minister department and Universities in Brunei.</p>		
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		<p>Temporary transfer is usually carried out in UTeM cases filling the position of Deputy Vice-Chancellor or Vice Chancellor by internal staff and the University had 4 cases of temporary transfer to a former Vice-Chancellor, former Deputy Vice Chancellor and Deputy Vice-Chancellor of the existing.</p> <p>Exchange between the PTj in UTeM are also allowed. Although in principle there is no specific provision but the exchanged is for business appointments between Dean and Director of a PTj and this also might need them to move other PTj.</p>		
5.2.2	Show evidence of the existence of, or academic staff access to, institutions, centres or activities (e.g., centres of excellence, research institutes, professional bodies, learned societies, academic forums)	<p>i. Membership of Professional Body</p> <p>Academic staffs are encouraged to register or become members of professional bodies relating to their respective areas of expertise. Public Service Department (PSD) has provided provisions to facilitate the membership staff at professional bodies. Based on the Treasury Circular No.7/2007, the Government agreed to pay membership fees of staff that joined the</p>	<p>Appendix E10:</p> <ul style="list-style-type: none"> <li>• Polisi dan Prosedur Kenaikan Pangkat Penolong Pensyarah Bahasa</li> </ul> <p>Appendix E4:</p> <ul style="list-style-type: none"> <li>• Polisi dan</li> </ul>	

	<p>that supports academic staff development.</p>	<p>Association including the Professional Body.</p> <p>Addition to that, to show the encouragement of the University academic staff to engage with professional bodies and associations related to their field of expertise, the University has to ensure it is considered as one factor in the promotion of academic staff.</p> <p>Until 2009 a total of 101 staff UTeM have enrolled as members in at least one professional body.</p>	<p>Prosedur Kenaikan Pangkat Staf Akademik UTeM</p> <p>Appendix E29:</p> <ul style="list-style-type: none"> <li>• Pekeliling Perbendaharaan Bil 7 Tahun 2007 : Pembayaran Yuran Keahlian Persatuan Dan Senarai Staf Dengan Keahlian Badan Profesional</li> </ul> <p>Appendix E30 :</p> <ul style="list-style-type: none"> <li>• Pekeliling Pentadbiran Bil 3 Tahun 2008 (KPT)</li> </ul>	
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			: Dasar Pembiayaan Untuk Pembentangan Kertas Kerja Bagi Pemegang Basiswa Kementerian Pengajian Tinggi Di Dalam Dan Luar Negara	
5.2.3	Describe how participation in staff development programmes is encouraged	<p>1. Training Of Human Resources Policy</p> <p>1.1 Referring to the Training Of Human Resources Policy, University Technical Malaysia Melaka in para 5.0, staffs should attend training at least 40 hours per year. Several categories of training courses and also formed in promoting the development of this staff, between the following training before the service, short courses, courses in excess of three months</p>	<p>Appendix E32:</p> <ul style="list-style-type: none"> <li>• Dasar Latihan Sumber Manusia Sektor Awam: Latihan Tujuh hari setahun</li> </ul> <p>Appendix E33:</p> <ul style="list-style-type: none"> <li>• Polisi Latihan Sumber Manusia,</li> </ul>	

		<p>and courses funded by foreign bodies. To ensure the implementation of this policy, Human Resource Development Panel in answer to review, approve, monitor and evaluate the overall staff development program.</p> <p>1.2 UTeM has been list as the only public that has reached more than 80% performance in the implementation of Training Policy Human Resources Public Sector: Training seven days a year (Appendix 28). This proves that the staff development training run with very good participation by involving staff at all levels.</p> <p>Requirement of Services Confirmation</p> <p>In principle, only staff person must meet the conditions stipulated in the General Orders and Scheme of Service for only qualify him to be confirmed in service. For a Lecturer, based on schemes of service, in terms of command for the</p>	<p>Universiti Teknikal Malaysia Melaka</p> <p>Appendix E34:</p> <ul style="list-style-type: none"> <li>• Surat Edaran : Dasar Latihan Sumber Manusia Sektor Awam (DLMSMSA): Latihan 7 hari setahun</li> </ul>	
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		<p>purpose of verification services meet the trial period is 1-3 years, attended the Induction Course and successfully admitted by Head of Service.</p> <p>2.1 University also requires that all academic staff to sit for Examination Paper I (Paper Management University) for the purpose of confirmation services, and has been set so that all academic staff to attend the Basic Course Teaching (PW 101) for the purpose of confirmation services staff. There are additional requirements for staff appointed as stipulated in the confirmation meeting &amp; Examination Services Staff Number 1 Year 2009 - Ruling New Performance Evaluation For Confirmation Purposes To The Services Staff UTeM:</p> <ul style="list-style-type: none"><li>• Staff performance points that reach 85% and above can be confirmed within one (1) year of service and justification from the Head of Department.</li><li>• For staffs that get less LPPT value of 85%,</li></ul>		
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		Panel has decided that the consideration for the position verification will be provided within 2 years and above.		
5.2.4	Provide information on the institutional policy on service, development and appraisal of the academic staff. Describe the HEP policy to retain the academic staff.	<p>Study Leave Scheme staff are given several gifts and benefits such as salary movement for Grade DS45, appointment of lecturers and tutors the opportunity to promotion to senior lecturer.</p> <p>For the purposes of promotion, the University has established a Policy and Promotion procedure (Appendix 5 and 6) which sets out clear guidelines for a staff to apply for promotion to higher positions. Terms used are similar to the terms of appointment as achieve academic excellence that special quality, a very special quality and leading quality for promotion to relevant positions. Beside that also, there is also a quick route to a very excellent Lecturer for the promotion of direct Associate Professor position or directly to the Professor Lecturer conditions that achieve academic excellence that is leading quality or very unusual quality (according to the sequence positions). Fast path is also provided to the</p>	<p>Appendix E4:</p> <ul style="list-style-type: none"> <li>Polisi dan Prosedur Kenaikan Pangkat Staf Akademik UTeM</li> </ul> <p>Appendix E35:</p> <ul style="list-style-type: none"> <li>Surat Pekeliling Perkhidmatan Bil.3/2009: Borang Laporan Penilaian Prestasi Khas Bagi Pegawai Sektor awam</li> </ul>	

		<p>Senior Lecturer of excellence for promotion to the position to professor without going through Associate Professor with the conditions to prove the level of academic excellence which is also unusual quality.</p> <p>University has been decided that candidates who apply for promotion to positions of promotion should get at least 50% of the overall score (100%) to qualify them called for interview. However, eligibility for promotions are subject to the candidate interview process conducted by 2 times a year.</p> <p>Policies and Procedures for Promotion Teaching Engineer positions are still not having established practice although promotion for the position had been implemented. Implementation of the promotion is based on work performance and their contribution to the development of university staff since they are among the early together to help develop faculty during the first intake of students.</p> <p><b>Criteria :-</b></p> <p>Assessment criteria for appointment to a position</p>		
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		<p>higher than Lecturer Grade DS45 is in line with the assessment criteria for promotion. Assessment criteria for appointment to Lecturer Grade DS45 or appointment for Teaching Engineer and Language Teachers in Grade 41 are based on academic achievement, work experience, personality and career prospects of the field.</p> <p>Here are the descriptions for each aspect of the assessment considered for appointment and promotion.</p> <p>Here are descriptions for each aspect of the assessment considered for appointment and promotion.</p> <p><b>v) Teaching and Supervision</b></p> <p>a) Teaching</p> <ul style="list-style-type: none"><li>- Work load duties in Diploma, Degree and First Degree Leavers</li><li>- The ability to teach subjects at the Postgraduate level</li><li>- Load the task of teaching programs that is not primary</li></ul>		
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		<ul style="list-style-type: none"><li>- Quality teaching materials used (lecture materials, etc.). Including the ability to develop new teaching materials or new approach that became the model.</li><li>- Delivery of effective teaching.</li><li>- The ability to teach various subjects in the field of specialization</li><li>- Implementation of assessment system that systematically and fairly.</li><li>- Implementation of a planned and structured teaching according to the prescribed time</li><li>- Willingness in facing problems pelajar.</li><li>- Ability to develop curriculum..</li><li>- Students get together for easy consultation / discussion according to schedule.</li><li>- b) Supervision</li><li>- Number of projects students are supervised Bachelor.</li></ul>		
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		<ul style="list-style-type: none"> <li>- Ability to supervise and evaluate student thesis</li> <li>- Able to supervise and evaluate the thesis in a variety of topics and areas of research</li> </ul> <p><b>vi) Research and Innovation</b></p> <ul style="list-style-type: none"> <li>g) Number and amount of grants obtained for long-term research that is IRPA research and / or contract research.</li> <li>h) Number and amount of grants obtained for short-term research.</li> <li>i) Number of patents produced.</li> <li>j) Research that produces new knowledge or methods</li> <li>k) Research the product / new creation. <ul style="list-style-type: none"> <li>l) Research which received recognition in the form of awards and so forth.</li> </ul> </li> </ul> <p>Appraisal</p>		
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		<p>POLICIES AND METHODS OF EXCELLENT SERVICE AWARD (APC) AND TARGET OF WORK FOR ACADEMIC STAFF</p> <p>Empowerment is based on the APC Annual Performance Evaluation Report (LPPT) staff who obtained 85% marks and above.</p> <p>Incentives and prizes received by the eligible recipient APC is a Certificate of Excellent Service and Performance Prize of RM1, 000.00.</p> <p>Appointment of retirees as a contract staff is a method to maintain the calibre staff to continue to contribute in the government service. Service Circular Letter No. 6 / 2007 regarding the delegation of powers of appointment on contract as a lecturer in Government pensioners public has been endorsed by the Executive Council Meeting no. 7 / 2007 dated July 25, 2007 to be adopted in UTeM and it is effective from June 15, 2007.</p> <p>Until now, the appointments of retirees as staff contracts</p>		
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		are about 11 people.		
	Give information on the academic staff leaving the institution in the last five years.	<p>ii. Statistics of resigned staff</p> <p>Until 2009 a total of 34 academic staffs who have left their service from UTeM with their own reasons.</p>	<p>Appendix E36:</p> <ul style="list-style-type: none"> <li>• Statistik Staf Akademik Meletak Jawatan sehingga 1 Mei 2009</li> </ul>	
5.2.5	Describe the policy on consultancy and private practice.	<p>Determination of consultant involvement in consulting services can be seen in the following categories:-</p> <p><b>1.1 UTeM Staff</b></p> <p>UTeM Staffs involvement for consulting services is as the following:</p> <ol style="list-style-type: none"> <li>All staffs who are appointed as consultant should get the approval written by Head of PTJ.</li> <li>Consultant must ensure that involvement in consulting services would not affect his responsibility as University staff nor would impose other colleagues in PTJ.</li> <li>Consultant should also ensure that the</li> </ol>		

		<p>consulting services do not contradict with importance of university.</p> <p>iv. Project leader designated by Deputy Vice Chancellor (P&amp;I) by considering factors such as authority and leadership characteristics. Usually staff in this category is professional member of registered professional organization such as Board of Engineers, Malaysia (BEM) and wide experienced staff who is recognised by UNIC.</p> <p>v. Project Leader who is responsible to UNIC and accountable in carrying out project, control work quality, and ensure work schedule decision and stores finance records completely with the help from UNIC.</p> <p>vi. Project leader is responsible in setting up consultancy group with the agreement of Head of PTJ and UNIC.</p> <p>vii. Head of PTJ need to give full cooperation to project leader in provision / infrastructural</p>		
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		facility use such as space, building's facility and vehicle for running the consulting services.		
5.2.6	Describe the HEP's criteria and administrative procedures for initial appointment, promotion and tenure. Provide written guidelines. If there are multiple tracks for academic staff, describe these and the criteria for advancement.	<p>i. Teaching Engineer - Refer 5.1.1</p> <p>ii. Language Teacher - Refer 5.1.1</p> <p>iii. Tutor/Fellow</p> <p>a. First time appointment as Tutor-Refer paragraph 5.1.</p> <p>b. Change of Appointment</p> <p>The main purpose of taking tutor is to send them for further study at Masters degree before they can be appointed as a Lecturer subject to performance studies on a regular basis. Therefore, the Tutor position is based on a warrant staffing which the position is status as temporary appointments until graduated. If the tutor fails or after graduation, there are factors that raise doubt, the University reserves the right not to change to the Lecturer grade staff and also staff can be stopped and ordered to pay compensation as noted in the</p>	<p>Appendix E1</p> <ul style="list-style-type: none"> <li>Unjuran Pengambilan Staf Berdasarkan Unjuran Pelajar sehingga 2015</li> </ul> <p>Appendix E2 :</p> <ul style="list-style-type: none"> <li>Peraturan-Peraturan Pegawai Awam (Pelantikan, Kenaikan Pangkat dan Penamatan Perkhidmatan) 2005</li> </ul> <p>Appendix E3 :</p>	

		<p>Agreement on study leave.</p> <p>Process exchange scheme from Tutor to Lecturer is still through the interview process like at paragraph 5.1.1.</p>	<ul style="list-style-type: none"><li>• Perlembagaan Universiti</li></ul> <p>Appendix E4:</p> <ul style="list-style-type: none"><li>• Polisi dan Prosedur Kenaikan Pangkat Staf Akademik UTeM</li></ul> <p>Appendix E5:</p> <ul style="list-style-type: none"><li>• Skim Perkhidmatan daripada JPA</li></ul> <p>Appendix E6;</p> <ul style="list-style-type: none"><li>• Carta 1: Proses Pengambilan staf akademik</li></ul>	
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			<p>Appendix E7:</p> <ul style="list-style-type: none"> <li>• Statistik staf sehingga 19 Mei 2009</li> </ul> <p>Appendix E8:</p> <ul style="list-style-type: none"> <li>• Table 1: Statistik staf mengikut Kelayakan akademik dan Pengalaman Kerja</li> </ul> <p>Appendix E10:</p> <ul style="list-style-type: none"> <li>• Polisi dan Prosedur Kenaikan Pangkat Penolong Pensyarah Bahasa</li> </ul>	
5.2.7	Describe the process and	UTeM is subject to <i>Akta Badan-Badan Berkanun</i>	Appendix E37:	

	procedures in handling disciplinary cases involving the academic staff	<i>(Tatatertib &amp; Surcaj) 2000</i> which detailed out the processes and procedures in handling disciplinary cases involving any staff including academic staff. The processes flow and procedures are explained in <b>Appendix I.</b>	<ul style="list-style-type: none"> <li>• Carta Alir Proses Kerja Tatatertib</li> </ul>	
5.2.8	Describe the mentoring and guidance system for new academic staff. Provide information for the recent intake of new academic staff	<p>One of the programmes that help new academic staff is <i>Kursus Asas Pengajaran and Pembelajaran</i>. The aim is to encourage knowledge and skills development in P&amp;P field. Besides that, it will increase the quality of teaching and learning and the productivity of lecturer along with encouraging self-evaluation and reflection process.</p> <p>This course also give an exposure to lecturers on issues regarding lessons such as PBL / EL, seminar, simulation and project. Apart from that, this course also give clear ideology on lesson aspects in IPT, such as accountability academia, curriculum design etc.</p> <p>Overall, <i>Kursus Asas Pengajaran dan Pembelajaran</i> has given a great help to lecturers, especially new lecturer in training them how to plan, build and implement various forms of testing, measurement and assessment and</p>	<p>Appendix E38:</p> <ul style="list-style-type: none"> <li>• Pekeliling Pentadbiran bil.15/ 2008: Kewajipan Staf akademik untuk mengikuti kursus asas Pengajaran dan Pembelajaran sebagai salah satu syarat pengesahan dalam perkhidmatan dan Statistik staf yang</li> </ul>	

		further on guiding lecturers to implement instructional practice so that they are able to practise the learned knowledge and skills.	terlibat kursus	
5.2.9	Describe the support available to assist new academic staff to develop teaching skills in line with current trends in pedagogy, curriculum design, instructional materials and assessment.	Academic staffs that are appointed to UTeM Service are compelled to attend <i>Kursus Asas Pengajaran and Pembelajaran</i> . Circular that compels the attendance of all new academic staffs to participate in this course are as in <b>Appendix 15</b> . Along with it is the statistic and full list of staffs who had attended the compulsory course.	Appendix E39: Senarai kursus-kursus yang dianjurkan di UTeM	
5.2.10	Show Evidence That Academy Staff Are Provided With The Necessary Training, Tools And Technology. (OBE, L.Outcome,e-learning)	<p>In providing competent academic staff and always equipped with latest knowledge and skills, the staff are always encouraged to attend any course or seminar or workshop that are related to respective expertise.</p> <p>In keeping with the encouragement of Polisi Latihan Sumber Manusia UTeM (<b>Appendix 25</b>), it is compulsory for every staff to attend either short term course,</p>	<p>Appendix E32:</p> <ul style="list-style-type: none"> <li>• Dasar Latihan Sumber Manusia Sektor Awam: Latihan Tujuh hari setahun</li> </ul> <p>Appendix E33:</p> <ul style="list-style-type: none"> <li>• Polisi Latihan</li> </ul>	

		<p>medium or long-term course at least 40 hours a year. Other than that, academic staff also needs to go through a few compulsory courses such as <i>Kursus Asas Pembelajaran dan Pengajaran</i> or internal sponsored course which include competency element core such as leadership in research, publication from thesis to book etc. Academic staff training list can also be referred in current calendar <b>(Appendix 29)</b>.</p> <p>If there is any specific course needed, staff is encourage to apply the course from external agency by filling in the attend training form <b>(Appendix 34)</b> and is eligible to attend domestic course or overseas fully sponsor by UTeM or other agencies.</p>	<p>Sumber Manusia, Universiti Teknikal Malaysia Melaka</p> <p>Appendix E34:</p> <ul style="list-style-type: none"> <li>• Surat Edaran : Dasar Latihan Sumber Manusia Sektor Awam (DLMSMSA): Latihan 7 hari setahun</li> </ul> <p>Appendix E39:</p> <ul style="list-style-type: none"> <li>• Senarai kursus-kursus yang dianjurkan di UTeM</li> </ul> <p>Appendix E40:</p> <ul style="list-style-type: none"> <li>• Borang</li> </ul>	
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			<p>menghadiri latihan dalam negeri dan luar Negara</p> <p>Appendix E43:</p> <ul style="list-style-type: none"> <li>• Senarai Pembentangan Kertas Kerja Luar negara</li> </ul>	
5.2.11	Describe how the student appraisal of the academic staff is conducted. Indicate its frequency.	<p>Basically, teaching evaluation has been exercised every regular semester (Week 13 and final week for special semester) in which students will rate the lecturers for each course they teach. The objectives of conducting the teaching evaluation are to:</p> <ul style="list-style-type: none"> <li>• provide feedback on subject coverage.</li> <li>• provide feedback on lecturers.</li> <li>• provide information used to improve teaching effectiveness and quality course contents.</li> </ul> <p>This procedure is implemented in order to evaluate the</p>	<p><b>Appendix E41:</b></p> <ul style="list-style-type: none"> <li>• Penilaian Pengajaran dan Pembelajaran (No.dokumen : UTeM (ISO) /PP/PK25</li> </ul>	

		teaching performance of all academic staff (by students) and also to motivate them to teach more efficiently and effectively.		
5.2.12	List and describe the major conferences organised by the UTeM's in the last five years.	UTeM is already organized conferences in the last five years. The purposes of the conferences to improve research network among academic staff and industrial expertise. Besides, it encourages the publication of journals by the academic staff.		
5.2.13	List and describe the major conferences attended and actively participate by members of the academic staff in the last five years. Describe how the academic staffs are given the opportunity to participate in professional, academic and other relevant activities at national and international levels.	<p>Facilities for papers presentation for academic staff who is on leave to study.</p> <p>In the facilities of academic study leave either under SLAB, or SLAI UTeM, staff are given the opportunity to present the paper based on the Administrative Circular no. 3 / 2008, relating to the Ministry of Higher Education Financing Policy For scholarship holder of Ministry of Higher Education In and Overseas. Circular has been agreed by the University Management to extend its application for those who studies under the UTeM sponsorship. Copy of</p>	<p>Appendix E38:</p> <ul style="list-style-type: none"> <li>• Pekeliling Pentadbiran bil.15/ 2008: Kewajipan Staf akademik untuk mengikuti kursus asas Pengajaran dan Pembelajaran sebagai salah satu syarat pengesahan</li> </ul>	

		<p>Circular and a list of staff who attended and table the paper at the conference during the period of study leave is shown in the appendix.</p> <p>In the study leave policy, staffs is eligible to apply once during the study period to present the paper. University / KPT will bear the participation fees, accommodation and travel costs during the period of simulation Lojing paper provided all the required documents submitted with the application.</p> <p>ii. The faculty undergo regular curriculum review exercise in order to ensure that students will be learning about recent advances as well as latest theories, techniques and technologies. Experienced research and teaching staff with expertise in the specialist fields together with industry advisors sits on the curriculum Advisory Panel of the faculty. The recommendations of the panel are bought to the Faculty Academic committee and eventually to the Senate for approval.</p>	<p>dalam perkhidmatan dan Statistik staf yang terlibat kursus</p>	
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	How are this participation appraised and its results utilized for the purposes of enhancing the student experience?	<p>Evaluation reports to attend seminars / courses by the Chief PTj</p> <ul style="list-style-type: none"> <li>Referring to training procedures UTeM (ISO) / PS / PK 06 must submit a report explaining staff attending the course no later than 4 weeks after training ended and no application will be considered if the training exercise before the report has not been sent.</li> <li>Staff presented a paper in the country and abroad must also submit a report to the Training Unit after 4 weeks from the date of course completion.</li> </ul>		
5.2.14	Give evidence of national and international recognition of staff members (e.g., journal editorship, service as peer reviewers, study and expert-groups and national committee membership)	Refer to the appendix provided	<p>Appendix E42:</p> <ul style="list-style-type: none"> <li>List of Academic Staff involved in conference</li> </ul>	
5.2.15	Show the research activities of the academic staff in the last five years.	UTeM has built strong ties with local and international corporations, which have led to improvements in research collaborations and consultations, internships	<p>Appendix E45:</p> <ul style="list-style-type: none"> <li>List of Academic Staff in Research</li> </ul>	



		and knowledge, expertise, and technology transfer.	Activities	
5.2.16	Describe the provisions for allowing advanced enhancement for academic staff	<p>Academic staff are given attention in the formation of leadership at the university through three forms of intellectual leadership that consists of professors who will guide the activities empower research and development activities. Besides, also, provide support university leadership to fill the leadership management from now on for the future, especially for positions such as dean as academic administrators and faculty center of excellence by creating training programs internally through UTeM Leadership Development Program (ULDP).</p> <p>To provide competent academic staff who have leadership and intellectuals, leadership management and leadership of effective institutions, apart from creating ULDP, the university will collaborate with the Academic Leadership of Higher Education (AKEPT) in training and development needs of academic staff. In line with the Strategic Plan 2009-2010 UTeM on 5 objectives which emphasize the need for empowering leadership and</p>	<p>Appendix 21:</p> <ul style="list-style-type: none"> <li>Polisi Dan Peraturan Cuti Belajar</li> </ul> <p>Appendix 23:</p> <ul style="list-style-type: none"> <li>Unjuran staf cuti belajar sehingga 2013</li> </ul> <p>Appendix E25:</p> <ul style="list-style-type: none"> <li>Skim Cuti Sabatikal</li> </ul> <p>Appendix E26:</p> <ul style="list-style-type: none"> <li>Skim Sangkut Industri</li> </ul> <p>Appendix E27:</p>	

		<p>effective administration.</p> <p>In addition, UTeM encourage academic staff to register or become members of any professional bodies relevant to the expertise respectively. Malaysia Public Service Department (PSD) has provided provisions to facilitate the membership staff at professional bodies and the University has agreed to accept it.</p> <p>Based on the Treasury Circular. 7 / 2007, the Government agreed to pay membership fees of staff who is joining the association including Professional Bodies (see paragraph 5.2.2 in Appendix 15). As encouragement to the University academic staff involved with professional bodies and associations related to their field of expertise, the University has to ensure it is considered as one factor in the promotion of academic staff estimates. Please refer to the Promotion Policy and Procedure (Appendix 5 and 6).</p> <p><b>Staff Mobility to External Agency</b></p>	<ul style="list-style-type: none"> <li>• Skim Cuti Pasca-Kedoktoran</li> </ul>	
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		<p>Staff borrowing to Agency Internal External &lt;br&gt; University staff also manage the mobility of the from Public Services Department, Ministry of Defense Malaysia and Universiti Sains Malaysia to cater for the needs of the University expertise. However, UTeM staff mobility from internal to external development agencies is allowed in order to improve the academic staff ability and until now there are two academic staffs who are mobiled to the Prime Minister department and Universities in Brunei.</p> <p>Policy and Procedure for Appointment of Temporary Exchange and Fixed Exchange refers to the Service Circular. 12/2008. The existence of networks between the University and with outside parties will facilitate internationalization of universities in the world. This policy will indirectly enhance international collaboration and strategic networking between both parties.</p> <p>Job <span style="float: right;">Rotation</span> Universities also provide job rotation for certain</p>		
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		<p>positions such as Dean and Deputy Dean. Appointed Dean and Deputy Dean refers to the Universities and University Colleges Act 1971 (Act 30) and amended by the Amendment Act 2009. By this act, appointed Dean and Deputy Dean conducted immediately after the consultation with staff and faculty and academic staff of the Board held.</p> <p>Appointed Head, School, Academic Centre and the Institute after consultation with staff and school staff, but need not be notified in the Board;</p> <p>Period of appointment in the practice now is between One (1) to two (2) years for the appointment of the first period and extended for another two (2) years subject to the Certificate of appointment of Dean Deputy Dean, Department Head, Coordinator and Dean for the appointment subject to Vice-Chancellor agreed to refer this matter to the Universities and University Colleges Act 1971 (PU (a) 161 20 (6)</p> <p>Sabbatical Leave Scheme</p>		
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		<p>University has established a sabbatical scheme since 2007 through the University's Board of Directors approval. However, until the end of 2008, no applications have been made by university staff over a number of factors such as below:</p> <ol style="list-style-type: none"><li>a. Staff who report themselves as early as the establishment of the University in 2001 until 2005, was encouraged to pursue studies at the Master's Degree and PhD. Therefore, holders of Doctor of Philosophy degree at that time requested in the interest of focusing efforts and energy services to the development of faculty and university. At the same time meet the burden of teaching and supervision, pending recruitment of new staff and waiting for the staff on study leave back on duty is the reason why academic staffs not interested on the sabbatical scheme.</li><li>b. In the second 5 years, staffs has begun to focus on research, writing and publishing but still not</li></ol>		
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		<p>yet qualify them to apply for the sabbatical facilities.</p> <p>c. In 2009, the University has made to the additive improvement to sabbatical scheme in order to make it more systematic and interesting. Generally, facilities that have been approved for sabbatical earlier can be used but it has been combined with Industrial Attachment and there is no detail information to be used by staff. Thus, in addition to the improvement in year 2009, the scheme was created as a scheme with exclusive facilities and a more systematic explanation. This scheme has been approved by the Board of Directors of the University in 2009..</p> <p>Since this scheme has just approved, thus no application has been made by staff. However, the University is expecting that staff will begin to give attention to the facilities in this sabbatical Scheme from year 2010 to onwards.</p>		
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		<p><b>Post-Doctorate Leave Scheme</b></p> <p>University Board of Directors has approved the Leave Scheme of Post-Doctorate in 2009 with the additive improvement to the sabbatical scheme. This scheme has been informed to staff through UTeM Administration Circular No. 28/2009.. Given this new scheme approved by the Board of Directors of the University, the university has not yet receive any applications from staff who are interested in using this facility.</p>		
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