

PROMOTION

PROMOTION FOR ACADEMIC STAFF

PROMOTION FOR MANAGEMENT AND PROFESSIONAL (NON ACADEMIC) AND SUPPORT GROUP.

PROMOTION FOR ACADEMIC STAFF

The promotion exercise is to provide staff with proven excellence in their related field and who are suitable for the position concerned the opportunity to grow in their career with the University of Malaya.

Promotion for academic staff depends on individual performance unlike the Management, Professional (non-academic) and Support Group. Promotion for academic staff does not depend on vacancy of post.

1. PROMOTION REQUIREMENTS

(1) The promotion criteria as determine by the scheme for academic positions are as follows :

| PROMOTION IN NORMAL CIRCUMSTANCES | |
|--|---|
| From Grade 45 to 52 | Quality of level of academic excellence – special |
| From Grade 51/52 to 54 | Quality of level of academic excellence – very special |
| From Grade 53/54 to Super Grade C | Quality of level of academic excellence – renowned |
| From Professor at Special Grade C to B | Quality of level of academic excellence – renowned |

| | |
|---|--|
| From Professor at Special Grade B to A | Quality of level of academic excellence – renowned |
| PROMOTION IN SPECIAL CIRCUMSTANCES | |
| From Grade 45 to 54 | Quality of level of academic excellence – highly renowned |
| From Grade 45 to Special Grade C | Quality of level of academic excellence – highly exceptional |
| From Grade 51/52 to Special Grade C | Quality of level of academic excellence – Exceptional |

(2) Accelerated Promotion

On 8.3.2007 the University Board of Directors (UBD) agreed to provide accelerated promotion for lecturer at Grade 45 with PhD / Equivalent in the field of medicine and dentistry.

2. CONDITIONS OF THE SCHEME OF SERVICE

Conditions for promotion as provided in the Scheme of Service according to grades are as follows:

(1) Promotion to Grade 52 (Senior Lecturer in normal Circumstances)

University Lecturers Grade 45 qualify to be considered for promotion to the position of University Lecturers Grade 52 upon fulfillment of the following:-

- a) Confirmed in the service;
- b) Achieved a special level of academic **excellence** and satisfaction in other conditions stipulated by the University's Board of Directors;
- c) Passed all evaluations of the level of competence required; and
- d) Recommended by the head of department / head of service.

(2) Promotion to Grade 52 (Accelerated promotion to Senior Lecturer)

All serving lecturers at Grade 45 in possession of Ph.D. or Equivalent in recognized expertise in medicine and dentistry qualify to be considered for promotion to the post of Senior Lecturer at Grade 52 (accelerated) upon fulfillment of the following conditions:

- a) Confirmed in the service;
- b) Recommended by the Head of Department; and
- c) Passed all evaluations of the level of competence required.

(3) Promotion To Grade 54 (Associate Professor)

University Lecturers of Grade 51/52 qualify to be considered for promotion to Grade 54 upon fulfilling the following :

- a) Confirmed in the service;
- b) Achieve a very special level of academic excellence and **satisfied** other conditions stipulated by the University Board of Directors;
- c) Passed all evaluations of the level of competence required; and
- d) Recommended by the head of department or the head of service.

(4) Promotion To Special Grade C (Professor)

University Lecturers of Grade 53/54 qualify to be considered for promotion to Special Grade C upon fulfilling the following:-

- a) Confirmed in the service;
- b) Achieved a renowned level of academic excellence and **satisfied** other conditions stipulated by the University Board of Directors;
- c) Passed all evaluations of the level of competence required; and
- d) Recommended by the head of department or the head of service.

(5) Promotion to Grade 45 (Associate Professor) under Special Circumstances

University Lecturers Grade 45 qualify to be considered for promotion to Grade 54 upon fulfillment of the following:

- a) Confirmed in the service
- b) Achieved a highly renowned level of academic excellence and satisfied other conditions stipulated by the University's Board of Directors; and

c) Passed all evaluations of the level of competence required.

(6) Promotion to Special Grade C (Professor) under Special Circumstances

University Lecturers of Grade 45 qualify to be considered for direct promotion to Special Grade C upon fulfilling the following:

- a) Confirmed in the service
- b) Achieved an exceptional level academic excellence and satisfied other conditions stipulated by the University Board of Directors; and
- c) Passed all evaluations of the level of competence required.

(7) Promotion to Special Grade C (Professor) under Special Circumstances

University Lecturers of Grade 51/52 qualify to be considered for direct promotion to Special Grade C upon fulfilling the following:

- a) Confirmed in the service;
- b) Achieved an exceptional level of academic **excellence** and satisfied all other conditions stipulated by the University Board of Directors; and
- c) Passed all evaluations of the level of competence required.

(8) Promotion to a higher Special Grade

University Lecturers of Special Grade C qualify to be considered for direct promotion to a higher Special Grade upon fulfilling of the following :

- a) Confirmed in the service
- b) Achieved a renowned level of academic **excellence**; and
- c) Recommended by head of department / head of service

3. ADDITIONAL TERMS AND CONDITIONS

Terms and conditions stipulated by the University Board of Directors are as follows:-

- (1) Obtain a PhD or equivalent qualification and has been in service for a definite period of time as shown below:

| Promotion In Normal Circumstances | | |
|--|--------------------|--------------------------|
| From Position | To Position | Length of Service |
| | | |

| | | |
|---------------------|---------------------------|--|
| Lecturer | Senior Lecturer | 3 years + Ph D / 5 years Special case (without PhD) |
| Senior Lecturer | Associate Professor | 2 years + Ph D / 4 years Special case (without Ph D) |
| Associate Professor | Professor Special Grade C | 1 years + Ph D / 7 years Special case (without PhD) |

| Promotion In Special Circumstances | | |
|---|---------------------------|----------------|
| Lecturer | Associate Professor | 3 years + Ph D |
| Lecturer | Professor Special Grade C | 3 years + Ph D |
| Senior Lecturer | Professor Special Grade C | 3 years + Ph D |

(2) For promotion to higher special grade the minimum length of service required is as follows:

| From Position | To Position | Length of Service |
|---------------------------|---------------------------|--------------------------|
| Professor Special Grade C | Professor Special Grade B | 3 years |
| Professor Special Grade B | Professor Special Grade A | 2 years |

(3) Has achieved the average performance evaluation scores indicated below:-

- a) 80% for 3 years for promotion to job grade related in normal circumstances;
 - b) 85% for 3 years for promotion to job grade related under special circumstances;
 - c) Excellent performance and fulfill the criteria stipulated for upgrade to higher Professorial post.
- (4) Excellence in the following :-
- a) Teaching and Supervision
 - b) Research, Consultation and Publication
 - c) Professional / academic expertise
 - d) Leadership and academic contribution
 - e) Recognition and Networking (especially for the promotion of Professor from Special Grade C to a higher grade).
- (5) Free from any disciplinary action.
- (6) Has declared his/her assets.
- (7) Evaluation from external assessor (except for the promotion to Grade 52 and Special Grade B and A).
- (8) Has delivered an inaugural lecture in his/her area of specialization for promotion to Special Grade B and A.
- (9) Peer Committee Evaluation (except for the promotion to Senior Lecturer Grade 52 and Special Grade C to Special Grade B and A)

4. CRITERIA OF LEVEL OF EXCELLENCE

Criteria of the level of excellence taken into consideration are based on 4 main activities namely:-

- a) Teaching and Supervision
- b) Research, Consultation and Publication
- c) Professional and academic expertise
- d) Leadership and Contribution

5. APPLICATION PROCEDURE

(1) Advertisement

- (i) For applications for the post of senior lecturer (Normal Circumstances and Accelerated), qualified candidates can submit their application at any time provided they fulfill all terms and requirements.
- (ii) The post of Associate Professor and Professor Special Grade C will be advertised at least once a year.

(2) Application Form

Staff apply by filling in the application form provided by the Human Resource Division.

(3) Screening

Applications will be screened and short-listed.

(4) External assessor

- (i) External assessors are appointed for a term of 3 years by University Senate upon the recommendation of Academy/Faculty/Centre to evaluate staff for promotion to the posts of Associate Professor and Professor.
- (ii) Applications that have been screened will be referred to the external assessor for evaluation

PROMOTION FOR MANAGEMENT AND PROFESSIONAL (NON ACADEMIC) AND SUPPORT GROUP.

Promotion for staff from the Management, Professional (non academic) and Support Group depends on vacancies available.

1. PROMOTION REQUIREMENT

- (1) The qualifications required for promotion to a position is stated in the Service Scheme for the position concerned. Please refer to the PSD website, <http://www.jpa.gov.my/pekelling/pp02/bil04/pp04-02m.htm> for information on the Service Scheme.
- (2) Staff will be considered for promotion based on their capability / competence. For this purpose, staff capability / competence is determined as follows:
 - a) Efficiency and performance displayed in executing tasks
 - b) Qualification, knowledge, skill and experience of staff;
 - c) Personal attributes such as integrity, potential and leadership. Seniority of staff in service will only be taken into account when two or more happen to possess the same cap
- (3) University staff seconded or temporarily transferred to another statutory body, to government service, or to an international body are qualified for consideration for any promotion according to the provision in their original Service Scheme.
- (4) Staff on no pay leave qualify to be considered for promotion if they fulfill the conditions stipulated in the Service Scheme of their posts prior to the commencement of their no pay leave. However, the staff will lose the seniority for the entire period of the leave without pay.

2. PROCEDURE

(1) Advertisement

For positions for the Management, Professional (non-academic) and Support Group the Human Resource Department will identify the vacant position that needs to be filled and advertise it internally. Information regarding the availability of each vacancy will be announced through the website.

(2) Form

Staff should submit their application officially by filling in the form obtainable from the Human Resource Division or through the website

(3) Screening of Applications

Staff who have been short-listed will be called for interview by the Selection Committee and university has made it a policy to complete all promotion within 3 months.
