



ACADEMIC STAFF
PERFORMANCE APPRAISAL (LPPT)
SCHEDULE

FOR THE YEAR 2020

LPPT 2020

NO	ITEM	DATE	ACTION
1.	ACADEMIC DATA ENTRY	January 2020 - 31 December 2020 (Please refer to data entry timeline schedule for details)	PYD
2.	LPPT MAJOR SELECTION Major selection by PYD Verification by PSM Approval by Dean	22 July - 3 August 2020 Extended until 19 August 2020  19 July - 6 August 2020 Extended until 19 August 2020 19 July - 6 August 2020 Extended until 19 August 2020	PYD PSM Dean
3.	DETERMINATION OF EVALUATION QUALIFICATION Evaluation eligibility review	Opened until 6 August 2020 Extended until 19 August 2020 	PSM
4.	LPPT (V1.0) CLASSIFICATION Determination of LPPT Classification Classification Review by PYD Classification Amendment	Opened until 6 August 2020 Extended until 19 August 2020  7 - 14 August 2020 Extended until 19 August 2020 7 - 19 August 2020 Extended until 19 August 2020	PSM PYD PSM
5.	LPPT APPRAISAL OFFICER Appointment of Appraisal Officer Appraisal Officer Review by PYD Appraisal Officer Amendment	Opened until 13 August 2020 14 - 21 August 2020 14 - 24 August 2020	PSM PYD PSM
6.	DATA VERIFICATION	1 September 2020 - 4 January 2021 (Please refer to the data verification date based on the data type)	PPP1/PPP2/PPP3
7.	Deadline for updating Performance Evaluation information, KAI achievement and data entry for 2020	31 December 2020	PYD

LPPT 2020

NO	ITEM	DATE	ACTION
8.	FINAL PERIOD OF DATA VERIFICATION (Please refer to the data verification timeline for details)	1 – 4 January 2021	Verification Officer
9.	ASSESSMENT PERIOD FOR FIRST APPRAISAL OFFICER (PPP) <ul style="list-style-type: none"> ▪ Performance discussion between PPP and PYD ▪ Assessment Amendment by PPP ASSESSMENT PERIOD - TES REVIEW PANEL (Teaching Quality Data)	5 – 12 January 2021 13 – 15 January 2021 5 – 15 January 2021	PPP1/PPP2/PPP3 PPP1/PPP2/PPP3 TES Review Panel /UTMLead
10.	ASSESSMENT PERIOD FOR SECOND APPRAISAL OFFICER (PPK) VERIFICATION PERIOD - TES VERIFICATION PANEL (Teaching Quality Data)	16 – 25 January 2021	PPK TES Verification Panel/UTMLead
11.	<ul style="list-style-type: none"> ▪ Review period by Secretariat and PSM PTJ ▪ Appeal period for amendment by PYD 	26 Jan – 2 Feb 2021	BSM/PSM PTJ
12.	PPSM PTJ Meeting	3 – 15 February 2021	PSM PTJ
13.	Submission of PPSM University document	18 & 21 Feb 2021	PSM PTJ/BSM
14.	PPSM University Meeting	24 - 25 Feb 2021	BSM
15.	Final Mark Review by PYD	1 April 2021	PYD

DATA ENTRY TIMELINE FOR 2020

NO	ITEM	DATA ENTRY PERIOD		ACTION
1.	7P	FASA I FASA II FASA III	1 April – 31 Ogos 2020 (Data Jan-August) 1 September – 30 November 2020 (Data Sept-Nov) 1-31 December 2020 (Data December only)	PYD
2.	Research and Publication (RADIS)	FASA I FASA II FASA III	1 April – 31 August 2020 (Data Jan-August) 1 September – 30 November 2020 (Data Sept-Nov) 1-31 December 2020 (Data December only)	PYD
3.	INNOCOMMS	IP	January – 30 September 2020	PYD
		Consultation/Generation	January – 31 December 2020	
4.	TES (Teaching Quality)	SEM 1/2/3 2019/2020	1 Jun – 31 December 2020	PYD
5.	KAI (7P System)	1 January 2020 - 31 December 2020		PYD - Academic Admin & PTJ Appointed Admin (V1.0 dan V2.0)
6.	ALTM (Leadership Quality)	No data entry		-
7.	AIMS/BTSA/GSMS	Data entry by Academic Office		TP/PP Academic Office

DATA VERIFICATION/ASSESSMENT FOR 2020

NO	ITEM	DATE		VERIFICATION/ APPRAISAL OFFICER
1.	7P (Secretariat: BSM)	FASA I FASA II	1 September – 30 November 2020 (Data Jan – Nov) 1 - 31 December 2020 (December Data only)	PPP1/PPP2/PPP3
2.	RADIS Research (Secretariat: RMC) Publication (Secretariat: Library)	FASA I FASA II FASA III	1 - 30 September 2020 (Jan – August Data) 1 - 31 December (September – November Data) 1 Dec 2020 - 4 January 2021 (December Data)	RMC UTM Library
3.	INNOCOMMS (Secretariat: ICC)	IP Consultation/Generation	1 October – 31 December 2020 Opened until 4 Jan 2021	ICC
4.	TES (Secretariat : UTMLead)	Review Panel Verification Panel	5 – 15 January 2021 16 – 25 January 2021	UTMLead/TP-PP Faculty Academic Office
5.	KAI 7P (Secretariat : BSM)	1 – 15 January 2021 16 - 25 January 2021		PPP3 PPK
6.	ALTM (Secretariat : UTMLead)	1 – 15 January 2021		PPP1/PPP3
7.	BONUS WEBO 7P (Secretariat : HEK)	1 – 7 January 2021		HEK
8.	BONUS Knowledge Transfer Project (Secretariat: CCIN)	1 – 7 January 2021		CCIN
9.	BONUS e-content (Secretariat : UTMLead)	1 – 7 January 2021		PIT UTMLead

GUIDES ON LPPT MAJOR SELECTION

NO	STAFF CATEGORY	LPPT MAJOR	ACTION	
1.	Staff who have applied for promotion before March 30, 2019 but have not been promoted until now	<ul style="list-style-type: none"> Default set as major Transition and will be evaluated using LPPT V1.0 Changing LPPT major are not allowed. 	Determine staff classification as MR /NR based on teaching credits and assign LPPT Transition Major. Academic Admin should be classified as AA.	PSM
2.	Staff who have applied for promotion before March 30, 2019 and have been promoted	<ul style="list-style-type: none"> Not allowed to choose major LPPT V1.0 Must select either T/R/P major under LPPT V2.0 	Select LPPT V2.0 Major	PYD
3.	Staff who did not apply for promotion before 30 March 2019 but submitted application for promotion after 30 March 2019	<ul style="list-style-type: none"> Default set as T/R/P/L major as in 2019 and will be assessed using LPPT V2.0. Not allowed to choose LPPT V1.0 major (major transition/special transition) 	Select LPPT V2.0 Major (either remain the same major as LPPT 2019 or select new major for 2020)	PYD
4.	Staff who will retire within 5 years	<ul style="list-style-type: none"> Default set as 2019 Major Option to select LPPT V1.0 (Transition) or T / R / P major in LPPT V2.0 	<ul style="list-style-type: none"> Select any LPPT Major (under LPPT V1.0 or V2.0) Prepare a list of staff who will retire within 5 years and monitor major selections 	PYD PSM

GUIDES ON LPPT MAJOR SELECTION

NO	STAFF CATEGORY	LPPT MAJOR	ACTION	
5.	Newly appointed staff and/or under probation	<ul style="list-style-type: none"> Default set as Special Transition Major and will be evaluated using LPPT V1.0 (Classification NR – Minor Research) Allowed to choose major LPPT V2.0 (T/R/P) (optional) 	<ul style="list-style-type: none"> Assign staff classification as LPPT V1.0 (Minor Research - NR) Option to choose LPPT V2.0 major 	PSM PYD
6.	Lecturer without PhD	<ul style="list-style-type: none"> Remains under Special Transition and evaluated using LPPT V1.0 (Classification NR – Minor Research) Allowed to choose major LPPT V2.0 (T/R/P) (optional) 	<ul style="list-style-type: none"> Assign staff classification as LPPT V1.0 (Minor Research - NR) Option to choose LPPT V2.0 major 	PSM PYD
7.	UTM SPACE/DG Lecturer	<ul style="list-style-type: none"> Default set as DG/UTMSPACE Major Allowed to choose major LPPTV2.0 (T/R/P) (optional) 	<ul style="list-style-type: none"> Review major selection by staff Option to choose LPPT V2.0 major 	PSM PYD

GUIDES ON LPPT MAJOR SELECTION

NO	STAFF CATEGORY	LPPT MAJOR	ACTION	
8.	Academic Administrator (based on data from <i>Jawatan Giliran</i> system only)	<ul style="list-style-type: none"> Default set as Leadership Major (LPPT V2.0) Not allowed to be evaluated using other Lppt major except those who will retire within 5 years 	<ul style="list-style-type: none"> Review major selection Select major from LPPT V2.0 (for those who will retire in 5 years only - Optional) 	PSM PYD
9.	PTJ Appointed Administrator/ Other Academic Staff (AC)	<ul style="list-style-type: none"> Default set as to LPPT 2019 Major Eligible to select LPPT V2.0 major 	<ul style="list-style-type: none"> Select LPPT V2.0 major, if necessary 	PYD



HOTLINE



7P / LPPT

5530450 / elppt@utm.my

TES

5537888 / nurhanin@utm.my

ALTM

5537887 / sabrena@utm.my

AIMS

5530466 / abdrzak@utm.my

GSMS

5537595 / ekaamira@utm.my

RADIS

- **Research**

5537835 / tini@utm.my / admin-utmrc@utm.my

5531202 / teonghan@utm.my

- **Publication**

5530016 / norsyuhadashafie@utm.my

5530280 / syahranah@utm.my

INNOCOMMS

- **Intellectual Property**

5566400 / 5591550 / hartaintelek@utm.my

- **Consultation**

019-7729000/07-5591512

fitrikhamis@utm.my