

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 5 (11)

23 Januari 2018
6 Jamadilawal 1439

PEKELILING PENTADBIRAN BIL. 6/2018

PERMOHONAN KENAIKAN PANGKAT STAF AKADEMIK DALAM TEMPOH MASA PERALIHAN SEBELUM PELAKSANAAN LALUAN KERJAYA PELBAGAI TREK STAF AKADEMIK (*DIFFERENTIATED CAREER PATHWAY (DCP)*)

Sukacita dimaklumkan bahawa Mesyuarat Jawatankuasa Pengurusan Universiti (JPU) Bil. 2/2018 pada 18 Januari 2018 telah bersetuju untuk melanjutkan tempoh masa proses permohonan kenaikan pangkat staf akademik mengguna pakai kriteria semasa (sistem KPA V 1.0). Pelanjutan ini adalah berkaitan **penangguhan sementara** pelaksanaan polisi dan syarat laluan kerjaya pelbagai trek (DCP) staf akademik bagi memberi laluan kepada pembangunan sistem kenaikan pangkat DCP dan sistem-sistem sokongan sumber data yang berkaitan.

2. Bagi melayakkan staf dinilai dan diproses mengguna pakai syarat dan kriteria kenaikan pangkat semasa (Sistem KPA V 1.0), pihak yang terlibat dengan proses kenaikan pangkat staf akademik hendaklah mematuhi tempoh masa dan penetapan tarikh proses kerja sepertimana dalam jadual berikut:

BIL	PERINGKAT PROSES	TINDAKAN	TEMPOH PROSES
1.	Proses Kerja (Pemohon) - Berstatus DRAFT : <ul style="list-style-type: none">Menghantar permohonan secara atas talian (berstatus <i>SUBMITTED</i>).Melengkapkan dan mendapatkan pengesahan data Rekod 7P, RADIS, AIMS dan lain-lain.Mengemas kini <i>Curriculum Vitae</i> (CV) dan dokumen berkaitan.Memenuhi syarat dan kriteria kenaikan pangkat, mendapatkan kelulusan perisytiharan harta, mencapai purata markah e-LPPT yang melayakkan memohon, pengesahan latihan ikhtisas dan lain-lain.	Pemohon	Dibuka semula sehingga 28 Februari 2018

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BIL	PERINGKAT PROSES	TINDAKAN	TEMPOH PROSES
2.	<p>Proses Kerja (Pemohon) – Berstatus SUBMITTED :</p> <ul style="list-style-type: none"> • Melengkapkan dan mendapatkan pengesahan data Rekod 7P, RADIS, AIMS dan lain-lain. • Mengemas kini <i>Curriculum Vitae</i> (CV) dan dokumen berkaitan. • Memenuhi syarat dan kriteria kenaikan pangkat, mendapatkan kelulusan perisytiharan harta, mencapai purata markah e-LPPT yang melayakkan memohon, pengesahan latihan ikhtisas dan lain-lain. 	Pemohon	<p>Dibuka semula sehingga 28 Februari 2018</p>
3.	<p>Proses Kerja Fakulti :</p> <ul style="list-style-type: none"> • Menyemak dokumen dan kelayakan permohonan. • Melengkapkan lima (5) laporan Penilai Luar, (tiga (3) daripadanya menyokong). • Semakan <i>Pre Peer Review Faculty</i>. • Tapisan dan Perakuan Mesyuarat Jawatankuasa (JK) Penilai Kesepakatan Fakulti. • Mengemas kini rekod pengesahan permohonan dalam sistem sehingga peringkat <i>ACCEPTED</i>. • Menghantar permohonan lengkap ke Seksyen Perjawatan, Bahagian Sumber Manusia, Pejabat Pendaftar. 	Fakulti	<p>1 Mac hingga 31 Mei 2018</p>
4.	<p>Proses Kerja Bahagian Sumber Manusia (BSM) :</p> <ul style="list-style-type: none"> • Menyemak kelayakan dan dokumen permohonan (Jawatan Gred DS54, Profesor Madya). • Semakan dan Tapisan Mesyuarat JK Pemilih Bagi Jawatan Guru Selain Jawatan Kursi (JPG). • Proses Temuduga dan Perakuan Mesyuarat JPG. • Proses kelulusan Mesyuarat Jawatankuasa Pengurusan Universiti. (Jawatan VK7, VK6 dan VK5, Profesor). • Semakan Mesyuarat Jawatankuasa Penilai Kesepakatan Pusat. 	Seksyen Perjawatan, Bahagian Sumber Manusia, Pejabat Pendaftar	<p>1 Jun 2018 hingga 30 September 2018</p>

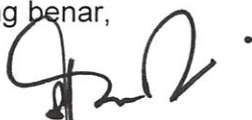
BIL	PERINGKAT PROSES	TINDAKAN	TEMPOH PROSES
	<ul style="list-style-type: none">• Tapisan Mesyuarat Jawatankuasa Penapis Kursi.• Proses Temuduga dan Perakuan Mesyuarat Jawatankuasa Pemilih Kursi.• Proses kelulusan Mesyuarat Lembaga Pengarah Unversiti (LPU).		

3. Pihak Universiti hanya akan memproses permohonan yang **TELAH MEMENUHI SYARAT dan LENGKAP** sahaja di sepanjang tempoh masa peralihan ini. Sehubungan dengan itu, perhatian dan kerjasama semua pihak yang terlibat adalah diminta bagi memastikan proses kenaikan pangkat ini dapat berjalan lancar dan mengikut tempoh masa yang ditetapkan.

Sekian, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



(DATO' WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN)
Pendaftar

- s.k. - Naib Canselor
- Timbalan Naib Canselor (Pembangunan)
 - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
 - Timbalan Naib Canselor (Akademik dan Antarabangsa)
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan-Kampus Pagoh
 - Pegawai-pegawai Kanan/Dekan/Pengarah

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ADMINISTRATIVE CIRCULAR NO. 6/2018

APPLICATION FOR ACADEMIC STAFF PROMOTION DURING THE TRANSITION PERIOD PRIOR TO IMPLEMENTATION OF THE DIFFERENTIATED CAREER PATHWAY (DCP)

Please be informed that the University Management Committee Meeting (JPU) No. 2/2018 on January 18, 2018 has endorsed the extension period for adopting the current criteria (KPA V 1.0 system) for the application process of academic staff promotion. This extension is in relation to the **temporary suspension** of the implementation of the policy and requirements of the differentiated career pathway (DCP) of academic staff, which aims to provide sufficient time for the development of the DCP promotion system and other relevant data source support systems.

2. For staff to qualify to be assessed and processed under the current promotion criteria (KPA V 1.0 System), those involved with the promotion process of academic staff should comply with the timeframe and date of the work process as in the following table:

NO.	PROCESS STAGE	ACTION	PROCESS DURATION
1.	Work Process (Applicant) - DRAFT Status: <ul style="list-style-type: none">• Submit application online (<i>SUBMITTED status</i>).• Complete and obtain data verification for the 7P record, RADIS, AIMS and other data.• Update <i>Curriculum Vitae</i> (CV) and other relevant documents.• Fulfil promotion requirements and criteria, obtain property declaration approval, achieve an average e-LPPT score that qualifies for an application to be made, obtain verification for participation in professional training and others.	Applicant	Resumed until 28 February 2018

NO.	PROCESS STAGE	ACTION	PROCESS DURATION
2.	<p>Work Process (Applicant) - SUBMITTED Status:</p> <ul style="list-style-type: none"> • Complete and obtain data verification for the 7P record, RADIS, AIMS and other data. • Update <i>Curriculum Vitae</i> (CV) and other relevant documents. • Fulfil promotion requirements and criteria, obtain property declaration approval, achieve an average e-LPPT score that qualifies for an application to be made, obtain verification for participation in professional training and others. 	Applicant	Resumed until 28 February 2018
3.	<p>Work Process (Faculty):</p> <ul style="list-style-type: none"> • Review applicants' eligibility and documents. • Complete five (5) External Assessors' reports, (three (3) of which support the application). • Pre Peer Review Faculty. • Review and Endorsement at the Faculty Peer Assessor Committee Meeting (JK). • Update application verification record in the system up to the ACCEPTED level. • Submit complete applications to the Personnel Section, Human Resource Division, Office of the Registrar. 	Faculty	1 March until 31 May 2018
4.	<p>Work Process (Human Resource Division):</p> <ul style="list-style-type: none"> • Review applicants' eligibility and documents (Grade DS54, Associate Professor Position). • Review and Selection at the 'Selection of Teacher Positions Apart from Chair Positions' Committee Meeting (JPG). • Interview Process and Endorsements at the JPG Meeting. • Approval process at the University Management Committee Meeting. (VK7, VK6 and VK5, Professor Positions). 	Personnel Section, Human Resource Division, Office of the Registrar	1 June 2018 to 30 September 2018

NO.	PROCESS STAGE	ACTION	PROCESS DURATION
	<ul style="list-style-type: none">• Review at the Peer Expertise Central Committee Meeting.• Selection at the Chair Review Committee Meeting.• Interview Process and Endorsements at the Chair Review Committee Meeting.• Approval process at the University Board of Directors (LPU) Meeting.		

3. The University will only process applications that have **FULFILLED ALL STIPULATED TERMS AND CONDITIONS** during this transition period. Thus, due attention and full cooperation of all parties involved are requested in ensuring that the promotion process can run smoothly within the timeframe.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Best regards,



(DATO' WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN)
Registrar

- c.c. - Vice-Chancellor
- Deputy Vice-Chancellor (Development)
 - Deputy Vice-Chancellor (Research and Innovation)
 - Deputy Vice-Chancellor (Academic and International)
 - Deputy Vice-Chancellor (Student Affairs)
 - Pro Vice-Chancellor (UTM Kuala Lumpur Campus)
 - Director of Research Centre, UTM-Pagoh Education Hub
 - Senior Officers/Deans/Directors