

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 (56)

13 Disember 2021
8 Jamadilawal 1443

PEKELILING PENTADBIRAN BIL. 52/2021

TRANSFORMASI PUSAT KEPIMPINAN AKADEMIK UTM (UTMLEAD)

Sukacita dimaklumkan bahawa Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 18/2021 bertarikh 28 September 2021 dan Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 22/2021 pada 23 November 2021 telah bersetuju meluluskan Cadangan Transformasi Pusat Kepimpinan Akademik UTM (UTMLEad).

2. Selaras dengan kelulusan tersebut, perincian Transformasi Pusat Kepimpinan Akademik UTM (UTMLEad) adalah seperti berikut:

- i. Unit Pengajaran dan Pembelajaran (Unit TnL) dinaik taraf kepada Pusat Pemajuan dalam Pendidikan Digital dan Fleksibel atau ringkasnya UTM CDex. Unit Inovasi dan Pembangunan Kurikulum (CIDU) juga akan distrukturkan di bawah UTM CDex. Struktur organisasi dan fungsi baru adalah seperti di Lampiran.
- ii. Pusat Kepimpinan Akademik UTM (UTMLEad) dan Unit Kepimpinan Akademik dan Pembangunan Profesional (ALPD) adalah dijumlahkan. Segala fungsi yang sedang dijalankan akan diserahkan kepada Bahagian Sumber Manusia Jabatan Pendaftar yang merangkumi Pembangunan Bakat, Latihan, Pelan Penggantian Staf Akademik, Pengurusan Data, Pecah Kontrak dan Keurusetiaan Mesyuarat.

3. Pusat Pemajuan dalam Pendidikan Digital dan Fleksibel (CDex) akan beroperasi di alamat seperti di bawah:

Pusat Pemajuan dalam Pendidikan Digital dan Fleksibel (CDex)
Blok F54 Bangunan Sekolah Pengajian Siswazah
Universiti Teknologi Malaysia
81300 Johor Bahru, Johor.

4. Sehubungan dengan itu, semua staf adalah diminta mengambil maklum dan tarikh transformasi ini adalah berkuatkuasa pada 1 Januari 2022.

Sekian, terima kasih.

“WAWASAN KEMAKMURAN BERSAMA 2030”

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

Saya yang menjalankan amanah,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)

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 - UTM Pagoh
 - Pegawai-Pegawai Kanan/Dekan/Pengarah

CARTA FUNGSI CDex

UNIT KURIKULUM & INOVASI PEMBELAJARAN

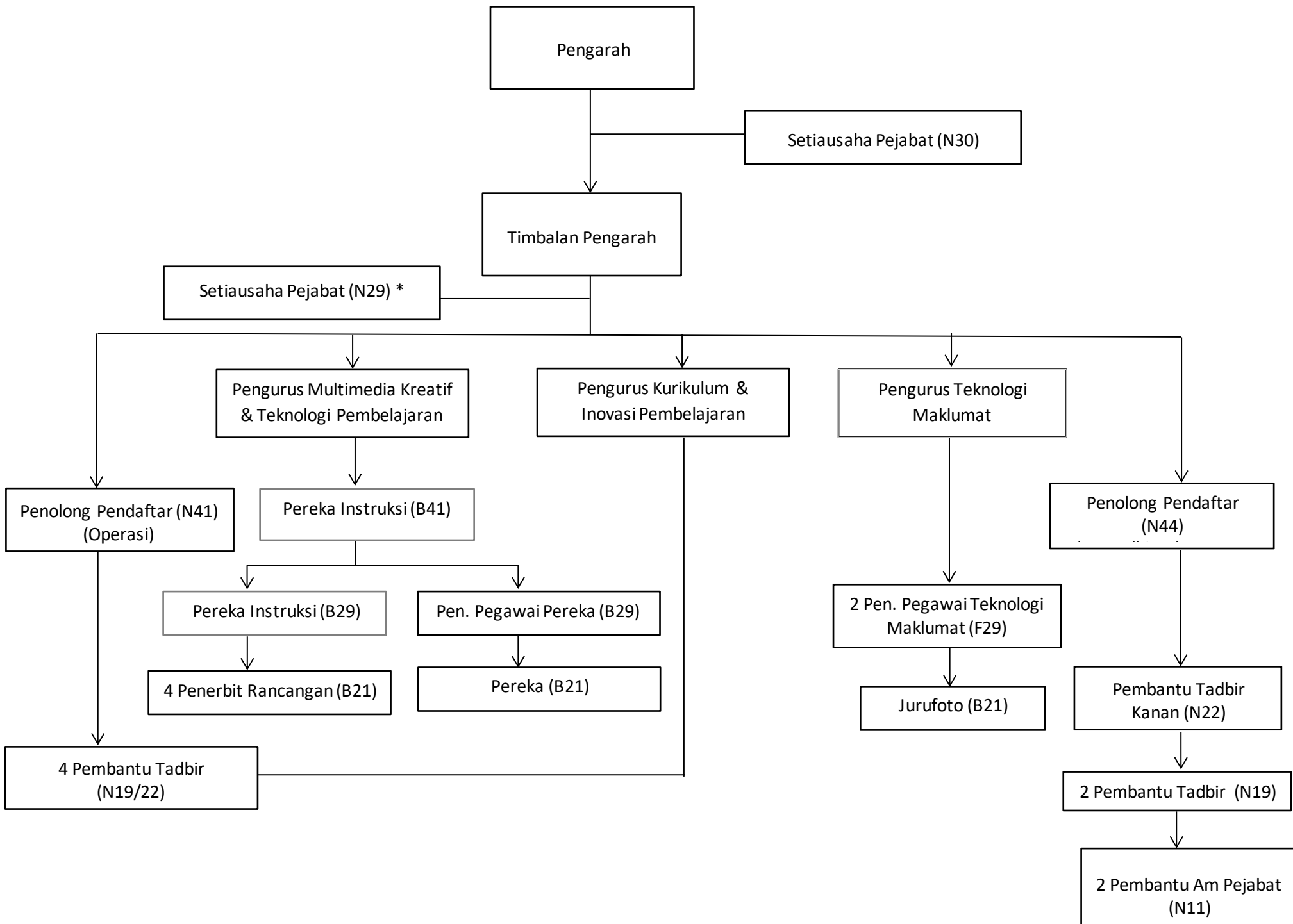
- Pengurusan dalam perancangan strategik, rekabentuk inovasi dan pembangunan kurikulum bagi program akademik di UTM.
- Urusetia bagi Jawatankuasa Kurikulum Universiti.
- Pengurusan penyelidikan serta mengenalpasti inovasi berkaitan pembelajaran dan pengajaran untuk pelaksanaan di peringkat Universiti.
- Memastikan pembangunan kurikulum UTM sejajar dengan matlamat pembangunan nasional dan antarabangsa.

UNIT MULTIMEDIA KREATIF & TEKNOLOGI PEMBELAJARAN

- Pengurusan aktiviti berkaitan penerbitan multimedia dan penerbitan bahan pengajaran dan pembelajaran digital.
- Mempromosi penggunaan teknologi dalam P&P.
- Pengurusan program pembangunan berkaitan P&P menggunakan teknologi secara sistematik.
- Menyediakan penasihat dan amalan terbaik dalam P&P menggunakan teknologi.
- Menggubal Polisi penambahbaikan dalam P&P menggunakan teknologi
- Pengurusan Sistem Penilaian Pengajaran Pensyarah Secara Elektronik (e-PPP).
- Pengurusan sistem e-Pembelajaran Universiti termasuklah menyediakan sokongan kepada pensyarah dan pelajar.

UNIT PENGURUSAN STRATEGIK

- Pengurusan program pembangunan berkaitan P&P secara sistematik.
- Menyediakan penasihat dan amalan terbaik dalam P&P.
- Menggubal Polisi penambahbaikan dalam P&P.
- Urusetia Trek Pengajaran bagi e-LPPT & DCP.
- Menyelaras proses pencalonan dan *grooming* calon bagi Anugerah Pengajaran peringkat kebangsaan iaitu Anugerah Akademik Negara & Anugerah Khas YB Menteri Pendidikan Malaysia: Rekabentuk Kurikulum Dan Penyampaian Inovatif.
- Menyelaras Anugerah Pengajaran, Anugerah Penasihat Akademik dan Anugerah Tokoh Akademik peringkat Universiti.
- Menyelaras pelaksanaan kaedah pembelajaran abad ke -21 melalui Future Ready Educators.
- Pengurusan pelaporan berkaitan pengajaran dan pembelajaran di peringkat Universiti dan Kementerian.



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ADMINISTRATIVE CIRCULAR NO. 52/2021

UTM ACADEMIC LEADERSHIP CENTER (UTMLEAD) TRANSFORMATION

We are pleased to inform that the University Management Committee Meeting No. 18/2021 dated 28 September 2021 and University Management Committee Meeting No. 22/2021 on 23 November 2021 has approved the Transformation of the UTM Academic Leadership Center (UTMLead).

2. In line with this approval, the details of the UTM Academic Leadership Center (UTMLead) Transformation are as follows:

- i. The Teaching and Learning Unit (TnL Unit) has been upgraded to the Center for Development in Digital and Flexible Education (UTM Cdex). The Innovation and Curriculum Development Unit (CIDU) has also been structured under the UTM CDex. The new organizational structure and functions can be referred in the Appendix.
- ii. The UTM Academic Leadership Center (UTMLead) and the Academic Leadership and Professional Development Unit (ALPD) are now dissolved. All ongoing functions will be handed over to the Human Resources Division, Department of The Registrar which includes Talent Development, Training, Academic Staff Replacement Plan, Data Management, Breach of Contract and Meeting Secretariat.

3. The Center for Advancement in Digital and Flexible Education (CDex) will be operating from the following address:

Center for Advancement in Digital and Flexible Education (CDex)
Blok F54 Bangunan Sekolah Pengajian Siswazah
Universiti Teknologi Malaysia
81300 Johor Bahru, Johor.

4. Therefore, all staff are requested to take note as the date of this transformation is effective on 1 January 2022.

Thank you.

“WAWASAN KEMAKMURAN BERSAMA 2030”

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

I, who uphold trust,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)

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)
 - Director Research Centre - UTM Pagoh
 - Senior Officers/ Deans/ Directors

MHYMT/MHS/ns

CHART OF CDex FUNCTIONS

CURRICULUM & LEARNING INNOVATION UNIT

- Managing strategic planning, innovation design and curriculum development for academic programs in UTM.
- Secretariat for the University Curriculum Committee.
- Research management as well as identifying innovations related to learning and teaching for implementation at the University level.
- Ensuring the development of UTM curriculum is in line with national and international development goals.

CREATIVE MULTIMEDIA & LEARNING TECHNOLOGY UNIT

- Managing activities related to multimedia publication and publication of digital teaching and learning materials.
- Promoting the use of technology in R&D.
- Systematically managing development of programs related to R&D using technology systematically.
- Providing advice in best practices in R&D using technology.
- Formulating improvement of policies in R&D using technology
- Managing Electronic Lecturer Teaching Assessment System (e-PPP).
- Managing the University e-Learning system including providing support to lecturers and students.

STRATEGIC MANAGEMENT UNIT

- Systematically managing the development programs related to R&D.
- Providing advice in best practices in R&D.
- Formulating improvement of policies in R&D.
- Secretariat for e-LPPT & DCP for staff for Teaching Track.
- Coordinating the nomination process and grooming of candidates for the National Teaching Award, namely the National Academic Award & Special Award of the Honorable Minister of Education Malaysia: Curriculum Design and Innovative Delivery.
- Coordinating Teaching Awards, Academic Advisor Awards and University level Academic Figure Awards.
- Coordinating the implementation of 21st century learning methods through Future Ready Educators.
- Managing reports related to teaching and learning at the University and Ministry levels.

