

PEKELILING PENTADBIRAN BIL. 14/2025

**PINDAAN PENETAPAN GAJI PERMULAAN
BAGI STAF AKADEMIK LANTIKAN SECARA KONTRAK UNIVERSITI**

Dimaklumkan bahawa Mesyuarat Lembaga Pengarah Universiti (LPU) Bil. 136 bertarikh 21 Januari 2025 telah meluluskan pindaan penetapan gaji permulaan bagi staf akademik lantikan kontrak Universiti. Pindaan ini bertujuan untuk mengoptimumkan perbelanjaan Universiti di samping menampung keperluan penambahan kos perbelanjaan emolumen staf kontrak susulan keperluan perjawatan kontrak yang semakin bertambah. Pindaan penetapan gaji permulaan ini terpakai kepada semua staf akademik lantikan kontrak bukan pesara dan lantikan kontrak pesara (lantikan baharu dan lantikan semula) yang menggunakan peruntukan sumber Universiti (Mengurus).

2. Bagi lantikan kontrak bukan pesara, penetapan gaji permulaan adalah berdasarkan Jadual Gaji Minimum-Maksimum (JGMM) selaras dengan pemakaian Pekeliling Bil. 1/2024 dan Bil. 2/2024 berkenaan Pelaksanaan Sistem Saraan Perkhidmatan Awam bagi Pegawai Perkhidmatan Awam Persekutuan (SSPA). Pemberian satu (1) kenaikan gaji tahunan (KGT) boleh dipertimbangkan semasa pelantikan semula kontrak tertakluk markah prestasi kontrak terdahulu adalah 85% dan ke atas. Pemberian KGT adalah terhad kepada lima (5) kali sahaja sepanjang tempoh lantikan kontrak (lantikan warganegara sahaja). Penilaian prestasi akan menggunakan Borang Laporan Penilaian Prestasi Khas (LNPK) bagi mengukur pencapaian KPI yang ditetapkan.

3. Bagi lantikan kontrak pesara, penetapan gaji adalah menggunakan kaedah penetapan gaji pukal mengikut gred jawatan seperti berikut:

Profesor Gred Khas A (VK5) : **RM11,000.00**
Profesor Gred Khas B (VK6) : **RM10,000.00**
Profesor Gred Khas C (VK7) : **RM9,000.00**
Profesor Madya (DS14) : **RM5,000.00**

Tiada pergerakan gaji tahunan bagi penerima gaji pukal. Pelantikan semula staf kontrak akademik (pesara) adalah tertakluk kepada pencapaian markah prestasi 85% dan ke atas. Penilaian prestasi akan menggunakan Borang Laporan Penilaian Prestasi Khas (LNPK) bagi mengukur pencapaian KPI yang ditetapkan.

4. Walau bagaimanapun, pelaksanaan ini akan dilakukan dengan memastikan tiada staf yang akan menerima jumlah gaji yang kurang daripada apa yang sedang diterima pada kontrak semasa yang masih aktif. Pelarasan semula gaji bagi staf yang terlibat akan diuruskan oleh Bahagian Sumber Manusia bersama PSM PTJ yang berkaitan.

5. Jadual pindaan dan penetapan gaji permulaan bagi staf akademik lantikan kontrak yang terkini adalah seperti di Lampiran 1. Semua warga Universiti dimohon mengambil maklum mengenai pindaan ini yang berkuat kuasa mulai **1 Disember 2024** bagi semua lantikan baharu dan lantikan semula staf kontrak akademik.

Sekian, terima kasih.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

Saya yang menjalankan amanah,



(MOHD ZAIREZ BIN MD DARIS)

Menjalankan Fungsi Pendaftar

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

PINDAAN DAN PENETAPAN GAJI PERMULAAN BAGI STAF AKADEMIK LANTIKAN KONTRAK UNIVERSITI		
Punca Kuasa Kelulusan		Mesyuarat Lembaga Pengarah Universiti (LPU) Bil. 136 bertarikh 21 Januari 2025
Selain Pesara	Lantikan baharu	Pindaan kaedah penetapan gaji permulaan berdasarkan Jadual Gaji Minimum-Maksimum (JGMM) berdasarkan pemakaian Pekeliling Bil. 1/2024 dan Bil. 2/2024 berkenaan Pelaksanaan Sistem Saraan Perkhidmatan Awam bagi Pegawai Perkhidmatan Awam Persekutuan (SSPA) Laporan Penilaian Prestasi Khas (LNPk) digunakan bagi mengukur pencapaian KPI yang ditetapkan. Markah LNPk 85% ke atas boleh dipertimbangkan untuk pelantikan semula kontrak.
	Lantikan Semula	Satu (1) kenaikan gaji tahunan (KGT) boleh dipertimbangkan sekiranya markah prestasi di kontrak terdahulu adalah 85% dan ke atas terhad kepada lima (5) kali pergerakan gaji sahaja bagi warganegara.
Pesara	Lantikan Baharu	Bagi pelantikan baharu dan pelantikan semula staf akademik lantikan kontrak pesara akan menggunakan kaedah penetapan gaji pukal bagi setiap gred jawatan yang ditawarkan seperti berikut: i. Profesor Gred Khas A (VK5): RM11,000.00 ii. Profesor Gred Khas B (VK6): RM10,000.00 iii. Profesor Gred Khas C (VK7): RM9,000.00 iv. Profesor Madya (DS14): RM5,000.00
	Lantikan Semula	Laporan Penilaian Prestasi Khas (LNPk) digunakan bagi mengukur pencapaian KPI yang ditetapkan. Markah LNPk 85% ke atas boleh dipertimbangkan untuk pelantikan semula kontrak. Tiada Pergerakan Gaji bagi pelantikan semula.

Bagi staf akademik lantikan kontrak (pesara) yang sedang menerima gaji pukal pada kadar semasa dan berstatus aktif pada 1 Disember 2024 penetapan gaji akan diselaraskan kepada gaji pukal pada kadar baharu berkuat kuasa mulai 1 Disember 2024.

Namun, pelarasan ini tidak melibatkan staf lantikan kontrak (pesara) bagi jawatan Profesor Madya yang berstatus aktif pada 1 Disember 2024 dan seterusnya.

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 Jld. 4 (16)

17 March 2025
16 Ramadan 1446

ADMINISTRATIVE CIRCULAR NO. 14/2025

AMENDMENT AND DETERMINATION OF STARTING SALARY FOR CONTRACTUAL ACADEMIC STAFF

It is hereby informed that the University, through the University Board of Directors Meeting No. 136 dated 21 January 2025, has approved the amendment to the determination of the starting salary for university academic staff appointed on a contractual basis. This amendment aims to optimise the University's expenditures while accommodating the need for additional costs for emoluments of contract staff, following the increasing demand for contractual positions. The amendment to the determination of the starting salary applies to all contractual academic staff, both non-retirees and retirees (new appointments and reappointments), who are funded by the University's (Management) resources.

2. For non-retiree contract appointments, the determination of the starting salary is based on the Minimum-Maximum Salary Scale (JGMM) as stipulated in Circulars No. 1/2024 and No. 2/2024 regarding the Implementation of the Public Service Remuneration System for Federal Public Service Officers (SSPA). One (1) annual salary increment (KGT) may be considered upon contract reappointment, provided the performance score from the previous contract is 85% or above. The KGT is limited to a maximum of five times throughout the contract period (applicable only to Malaysian citizens). Performance evaluations will be conducted using the Special Performance Evaluation Report Form (LNPK) to assess the achievement of set KPIs.

3. For retiree contract appointments, the salary determination follows a fixed salary scheme according to the job grade as follows:

Professor Special Grade A (VK5) : **RM11,000.00**

Professor Special Grade B (VK6) : **RM10,000.00**

Professor Special Grade C (VK7) : **RM9,000.00**

Associate Professor (DS14) : **RM5,000.00**

There will be no annual salary increment for those receiving a lump sum salary. The reappointment of contract academic staff (retirees) is subject to achieving a performance score of 85% or above. Performance evaluation will be conducted using the Special Performance Evaluation Report Form (LNPK) to assess the achievement of set KPIs.

4. However, this implementation will ensure that no staff member receives a total salary lower than what is currently provided under their active contract. Salary adjustments for affected staff will be managed by the Human Resource Division in collaboration with the relevant PTJ PSM.

5. Attached is the latest table of amendments and starting salary determinations for contractual academic staff, as stated in Appendix 1. All University members are requested to take note of these amendments, which will take effect starting 1 December 2024, for all new and reappointed contract academic staff.

Thank you.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

I, who uphold trust,



(MOHD ZAIRE BIN MD DARIS)

Acting Registrar

- c.c.
- Vice Chancellor
 - Deputy Vice-Chancellor (Academic and International)
 - Deputy Vice-Chancellor (Research and Innovation)
 - Deputy Vice-Chancellor (Student Affairs & Alumni)
 - Deputy Vice-Chancellor (Development)
 - Head of UTM Campus (Kuala Lumpur Branch)
 - Director, UTM Pagoh
 - Senior Officers/ Deans/ Directors

AMENDMENT AND DETERMINATION OF STARTING SALARY FOR CONTRACTUAL ACADEMIC STAFF		
Approval Authority		University Board of Directors Meeting No. 136 dated 21 January 2025.
Non-Retirees	New Appointments	The amendment to the method for determining the starting salary follows the Minimum-Maximum Salary Scale (JGMM), as outlined in Circulars No. 1/2024 and No. 2/2024, which pertain to the implementation of the Public Service Remuneration System for Federal Public Service Officers (SSPA). The Special Performance Evaluation Report (LNPK) is used to measure KPI achievements. A score of 85% or higher on the LNPK may qualify an individual for contract renewal.
	Reappointments	One (1) annual salary increment may be granted if the performance score from the previous contract period was 85% or higher. For Malaysian citizens, these increments are limited to a maximum of five salary movements.
Retirees	New Appointments	Contractual academic staff who are retirees will have their salaries set at a fixed lump sum rate according to their job grades, as follows: i. Professor Special Grade A (VK5) : RM11,000.00 ii. Professor Special Grade B (VK6) : RM10,000.00 iii. Professor Special Grade C (VK7) : RM9,000.00 iv. Associate Professor (DS14) : RM5,000.00
	Reappointments	The Special Performance Evaluation Report (LNPK) is used to measure KPI achievements. A score of 85% or higher on the LNPK may qualify an individual for contract renewal. No salary increment will be given for contract reappointments.

For contractual academic staff (retirees) currently receiving a lump sum salary and remaining active as of 1 December 2024 and onwards, their salary will be adjusted to the new lump sum salary rate, effective 1 December 2024.

This adjustment, however, does not apply to contractual academic staff (retirees) who hold the position of Associate Professor and remain active as of 1 December 2024 and onwards.