



(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤْتِي بَرَكَاتِي إِسْلَامًا، إِنِّي أَرَى خَيْرًا مَلِكِيًّا

Garden of Knowledge and Virtue

MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

15th February 2021

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

SERVICE CIRCULAR NO. 01/2021 MANAGEMENT SERVICES DIVISION

REINSTATEMENT OF TA`ARUF & INTELLECTUAL DISCOURSE (TIDE) AND BASIC TEACHING METHODOLOGY COURSE (BTMC) FOR ACADEMIC STAFF PRIOR TO CONFIRMATION IN SERVICE

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the reinstatement of Ta`aruf and Intellectual Discourse (TIDE) and Basic Teaching Methodology Course (BTMC) for academic staff prior to confirmation in service.

2. BACKGROUND

2.1 The Staff Service Board (currently known as Staff Service Committee) No. 2/1992 on 28th May 1992 has agreed that a lecturer on Grade 45 (including Grade DU/DUG 51P for current Medical/Dental Lecturer) could be confirmed in service **after obtaining a recognized Ph.D. degree or other equivalent qualifications**. Accordingly, the criteria for confirmation in service for academic staff would be as follows:-

- Served as a Lecturer on probation between one (1) to three (3) years;
- Obtaining a Ph.D./Specialist Qualification or other equivalent qualifications;
- To successfully attend an Induction Course and pass the relevant University service examination (if any);
- To successfully attend the Basic Teaching Methodology Course;
- Demonstrating satisfactory service performance; and
- Recommended by the Head of Department for confirmation in service.



2.2 Effective from 1st January 2009, through the MSD Service Circular No. 11/2010, the University had improved the promotion procedure of academic staff to Grade 52 as follows:-

- (a) New potential candidate with Ph.D. qualification and has published one article as well as has presented paper in the relevant area can be considered for appointment to Grade 51.
- (b) Academic staff on Grade 45 can be considered for confirmation in service upon obtaining Ph.D./Specialist qualification or other equivalent qualifications even though they have yet to fulfill the requirements for confirmation in service such as having yet to attend the TIDE and BTMC, etc. Subsequently, they can be considered for promotion to Grade 52. They are still required to successfully attend the TIDE and BTMC which need to be fulfilled within one year from the date of confirmation in service and promotion to Grade 52 and it will become the compulsory requirements for promotion to the next higher grade. This policy is only applicable for staff on Grade 45 who are eligible to be promoted to Grade 52 upon obtaining the Ph.D. or equivalent qualification.

2.3 However, as of June 2020, about 183 academic staff was recorded as yet to attend TIDE/BTMC and this has affected their opportunity in applying promotion to higher grade. Based on observations with the current policy, the reasons for non attendance of TIDE/BTMC among others are due to the following:-

- (a) Non-updated record of attendance to TIDE/BTMC in the HURIS System due to unavailability of supporting document, although they claimed as already attended;
- (b) TIDE/BTMC programme was run only once a year and prioritise to the existing overdue candidates;
- (c) The schedule of TIDE/BTMC was clashed with the staff teaching hours; and
- (d) Since the benefits were granted as they have been confirmed in service and the fact that there is no punishment be taken against their failure to attend TIDE/BTMC.

2.4 Based on the meeting held on 22nd September 2020 chaired by the Deputy Rector (Academic and Industrial Linkages), attended by Director of CPD, Director of MSD and few MSD office bearers, the CPD agreed to hold the programme within a year from the date of report for duty.

3. **DECISION**

3.1 The Staff Service Committee (SSC) Meeting No. 1/2021 on 12th January 2021 has approved the following:-

- i) **Approved** the reinstatement of TIDE and BTMC to Lecturer (Grade 45) and Lecturer Trainee (Grade 51P) prior to confirmation in service upon obtaining Ph.D./Specialist Qualification or other equivalent qualifications. Accordingly, the policy stated in para 2.2 (b) above is no more longer applicable. Upon obtaining Ph.D./Specialist qualification or its equivalent, the academic staff is eligible for **change of title to Assistant Professor only** on Grade 45/51P (or any other grade on DU/DUG/DUF if applicable due to time-based promotion).

Their confirmation in service and promotion to Grade 52/51 will only be processed upon fulfilling other confirmation in service requirements such as successfully attended the TIDE and BTMC as stated in para 2.1 above. The date of confirmation in service and promotion to Grade 52/51 would be the date the staff certified as successfully completed the TIDE and BTMC; *whichever is the later*.

The effective date is **1st January 2021** and applicable to lecturers whose date of change of title is 1st January 2021 onwards.

- ii) **Approved** for confirmation in service for academic staff with an exemption on personal-to-holder for the following categories:-
 - a) Academic staff obtained Ph.D. / Specialist qualification **before year 2009 and yet to attend BTMC**; and
 - b) Academic staff obtained Ph.D. / Specialist qualification **before 2015 and yet to attend TIDE**;

With the above exemption, the confirmation in service of the affected staff will be processed accordingly effective **1st January 2021** upon approval by the University Authority.

- iii) The current policy on the TIDE and BTMC requirement for confirmation in service to academic staff with direct appointment (e.g. Grade 51/53/55/VK7) is to be maintained.

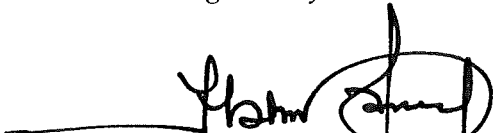
3.2 The SSC has also agreed for the Centre for Professional Development (CPD) to conduct TIDE and BTMC within a year from the date of report duty.

3.3 With the issuance of this circular, the MSD Service Circular No. 3/2008 and MSD Service Circular No. 11/2010 are hereby superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute.

Thank you. Wassalam.

"Leading the Way"



DATO' ABDUL RAHIM AHMAD
Executive Director
Management Services Division

- c.c. : Rector
: Deputy Rector (Academic and Internationalisation)
: Deputy Rector (Responsible Research and Innovation)
: Deputy Rector (Student Development and Community Engagement)
: Executive Director (Finance Division)
: Executive Director (Development and Planning)
: Campus Director, IIUM Kuantan Campus
: IIUM Legal Adviser