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Congratulations
UITM Medical Faculty

Malaysia's 4th Kidney Transplant Centre

First Kidney Transplant performed
in UiTM **14th November 2017**
in collaboration with UM



From: The Vice Chancellor



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158
2018 overall rank

181
2016/2017 overall rank

WE ARE
THE TOP 1.3%
UNIVERSITIES
IN ASIA



AREA 5 : ACADEMIC STAFF

**Bengkel Penilaian Luar InQKA
15—16 Ogos 2018
Dewan Seminar Melati
Kolej Melati, UiTM Shah Alam**

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158
2018 overall rank



Zuriati Janin, Ketua Akreditasi Program (Sains Teknologi), IQA, InQKA

The quality of the academic staff is one of the most important components in assuring the quality of higher education and thus every effort must be made to establish proper and effective recruitment, service, development and appraisal **policies** that are conducive to staff productivity. It is important that every programme has appropriately **qualified and sufficient number** of academic staff in a conducive environment that encourages recruitment and retention.

Teaching, research, consultancy services and community engagement are the core interrelated academic activities. Nevertheless, the degree of **involvement** in these areas varies between academic staff and between academic institutions.

Work and its equitable distribution is one of the ways the University / Institution recognises meritorious contribution for the purpose of promotion, salary determination and other incentives. It is crucial for the University / Institution to provide **training** for its academic staff. The **equitable distribution of work** helps ensure that such training can be done fairly and systematically.

5.1 Recruitment & Management

7 BM

2 EN

5.2 Services & Development

5 BM

2 EN

Policies:

1. Policies on academic staff recruitment
2. Policy to ensure the equitable distribution of responsibilities
3. Policy for ensuring that teaching, research and service contributions are appropriately recognised and rewarded
4. Policies, criteria and processes in the appointment and promotion
5. Policy on service, development and appraisal of the academic staff
6. Policy to retain the academic staff
7. Policy on consultancy and private practice

Questions:

1. What is the staffing profile, including numbers?
2. What are their development opportunities?
3. How do academic staff keep up to date with disciplinary knowledge?

Code of Practice Documents

1. Institutional Audit (COPIA)
2. Programme Accreditation (COPPA)
3. Open and Distance Learning (COP ODL)

Standards

1. Executive Diploma
2. Foundation
3. Graduate Certificate & Graduate Diploma
4. Masters and Doctoral Degree

Programme Standards

1. Accounting
 2. Art and Design
 3. Biotechnology
 4. Business Studies
 5. Building Surveying
 6. Computing
 7. Creative Multimedia
 8. Education
 9. Engineering & Engineering Technology
 10. Finance
 11. Hospitality & Tourism
- etc
(Total 22 program standards)

<http://www2.mqa.gov.my/QAD/>

5.1 Recruitment & Management

- 1) HR Recruitment Policy Focusing on Diversity
- 2) Document of Complaint from Staff
- 3) List of Academic Staff (FT & PT)
- 4) Staff CVs
- 5) Pelunjukan Pensyarah
- 6) Letter of Appointment & Term of Reference for Core Responsibilities
- 7) HEA Policy on ATP
- 8) HR Recruitment Policy Focusing on Promotion, Salary Increment or Other Remuneration
- 9) Integrity Policies
- 10) List of Lecturers Caught for Professional Misconduct.
- 11) Minutes of Meeting – Specified the Meeting

5.2 Services & Development

- 1) Lecturer's Timetable
- 2) Letter of Intent to Collaborate
- 3) List of Lecturers' Training Hours
- 4) SUFO
- 5) List of Training Attended by Staff
- 6) Training Need Analysis Report
- 7) List of Staff Promoted in the Last 5 Years
- 8) Minute of Meeting for Jawatan Kuasa Kesepakatan
- 9) List of Research Principal Investigator
- 10) List of Consultation Work
- 11) List of Jawatankuasa
- 12) Interviews
- 13) Data on staff student ratio
- 14) Table of staff qualification levels
- 15) Percentage of staff with completed / in progress PhD

- 1) Each panel will determine **3 most important evidences** to support each standard (Refer *Sistem Penilaian Luar InQKA*). Then
 - If all 3 are complete and valid then it is an AL5.
 - If 2 out 3 are complete then it is an AL3.
 - If only 1 evidence is available then the score could be AL 1.

- 2) The University / Department has an option to request another evidence to be considered. Then, it is upon the discretion of the panel to either consider or not.

STANDARD	LIST OF EVIDENCE
<p>The University / Department must have an adequate number of full-time academic staff for each programme.</p>	<ol style="list-style-type: none"> 1) List of Academic Staff (FT & PT) 2) Academic Staff CV 3) File of Pelunjukan Pensyarah 4) HR Recruitment Policy Focusing on Diversity
<p>The University / Department must clarify the roles of the academic staff in teaching, research and scholarly activities, consultancy, community services and administrative functions to show a balance of functions and responsibilities in line with academic conventions.</p>	<ol style="list-style-type: none"> 1) Letter of Appointment & Term of Reference for Core Responsibilities 2) Interview 3) Minute of Meeting – Mesyuarat Akademik 4) List of Research PI 5) List of Consultation Work 6) Interview

Commendation

Based on HR recruitment policy, the list of academic staff (FT & PT) and CVs of 80% of 10% selected lecturers, the panel **commend** that the department has an optimum number of full-time lecturers for each programme. The ratio of full-time to part-time lecturers is *comply with the 60:40 FT/PT and all lecturers are qualified in its fields.*

The panel **commend** that the department clarifies in detail the roles of the academic staff which evidently shown through various supported documents such as letter of appointment, List of Research PI, Minute of Meeting and List of Consultation Work. This is confirmed by the _____ during the interview session.

STANDARD	LIST OF EVIDENCE
The HEP policy must reflect an equitable distribution of responsibilities among the academic staff.	1) HEA Policy on ATP 2) Lecturer's Timetable 3) Interviews
Recognition and reward through promotion, salary increment or other remuneration must be based on equitable work distribution and meritorious academic roles using clear and transparent policies and procedures.	1) List of Staff Promoted in the Last 5 Years 2) Minute of Meeting for Jawatan Kuasa Kesepakatan 3) Interviews 4) HR Recruitment Policy Focusing on Promotion, Salary Increment or Other Remuneration

Affirmation

Based on Lecturer's Timetable and Interview session with _____, the panel **affirms** that at least 50 % to 80% of the 10% selected lecturers (various level of lecturers) are reflected the HEA Policy on ATP and distributed equitably among the academic staff .

The panel **affirms** that the recognition and reward through promotion, salary increment or other remuneration based on equitable work distribution and meritorious academic roles are not widely practiced. This is supported by the evidence sighted and interview session with _____.

STANDARD	LIST OF EVIDENCE
The HEP policy must reflect an equitable distribution of responsibilities among the academic staff.	1) HEA Policy on ATP
Recognition and reward through promotion, salary increment or other remuneration must be based on equitable work distribution and meritorious academic roles using clear and transparent policies and procedures.	1) Interviews 2) HR Recruitment Policy Focusing on Promotion, Salary Increment or Other Remuneration 3) Minute of Meeting for Jawatan Kuasa Kesepakatan

Area of Concern

The HEA policy on ATP is available but there is no evidence to support the policy and indicate that the equitable distribution of responsibilities among the academic staff is presence.

The policy focusing on recognition and reward through promotion, salary increment or other remuneration are available. Based on Minute of Meeting (Jawatankuasa Kesepakatan), equitable work distribution and meritorious academic roles using vague or unclear policies and procedures.

Terima Kasih

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