

TERMS OF CONFIRMATION IN SERVICE FOR ACADEMIC STAFF

The current terms of service confirmation are as follows:

- i. fulfill a probationary period of one (1) to three (3) years;
- ii. present in General and Specific Induction Courses (Program Transformasi Minda) successfully **and**;
- iii. present in Higher Education Teaching and Learning Certification Programme. Academic Staff of Universiti Utara Malaysia who has not yet participated in the Higher Education Teaching and Learning Certification Programme must pursue in Postgraduate Diploma in Higher Education Learning and Teaching (PGDHELT) **and**;

Notes:

- *PGDHELT exemption course may be given to candidates with at least five (5) years of experience in the same scheme (DS / DM / equivalent lecturer position) at a public university.*
 - *Staff exempted from this PGDHELT course will need to follow the Instruction Technology Training Module to be administered by UTLC*
- iv. submit two (2) research findings in their respective fields in a group **or**;
 - v. submit one (1) research finding in their respective fields individually **or**;
 - vi. submit two (2) publications in a group as a lead author in a peer-reviewed journal certified by the School **or**;
 - vii. submit one (1) publication individually as a lead author in a peer-reviewed journal certified by the School **or**;
 - viii. approved by the Head of Department; **and**
 - ix. obtain annual performance average score of at least 85% as decided in the MEU 102 No. 7/2005.

ADDITIONAL TERMS OF CONFIRMATION IN SERVICE FOR UNIVERSITI UTARA MALAYSIA STAFF

- 1) A staff member who is in service and then hold a new position for 12 months needs to achieve a performance appraisal score of at least 90%.
- 2) A newly appointed staff member must serve more than 12 months and achieve two (2) times of at least 85% performance appraisal average score.
- 3) A staff member who has served more than 12 months and achieve two (2) times of at least 85% performance appraisal average score.
- 4) A staff with three (3) times performance appraisal score must achieve at least 80% satisfactory improvement score to be certified in the position (applicable to unconfirmed academic staff).
- 5) In addition, the declaration of property is also one of the additional terms for a staff to be certified in the service (must renew the property declaration every five (5) years) with the purposes to raise staff awareness and concern on this matter.
- 6) An employee may be given a Probation Extension Period for the following:
 - a) Does not meet the terms of confirmation in service which:
 - i. Failure to complete the General Induction Course successfully;
 - ii. Failure in required service examination (administrative staff only);
 - iii. Failure to reach the specified level of performance;
 - iv. Failure to obtain the Head of Department's recommendation and
 - v. No research/publication result to be evaluated for the confirmation in service purposes (academic staff only)
 - b) Charged in Disciplinary action/ *Domestic Inquiry* (DI) process

7) The Enforcement of Probation Extension Period

Year	Academic	Administration
Fourth (4)	The first time in one (1) year	i. The first time in six (6) months ii. The second time in six (6) months
Fifth (5)	The second time in one (1) year	i. The third time in six (6) months ii. The fourth time in six (6) months
Sixth (6)	Third and last time for one (1) year with a penalty of no increment in annual salary	Fifth time for one (1) year with a penalty of no increment in annual salary
Seventh (7)	Proposal for termination of service	Proposal for termination of service