

POLICY ON APPOINTMENT & CAREER PATHWAY FOR ACADEMIC STAFF

Responsible Officer		The Dean, MAHSA International College, Penang	
Contact Officer		Assistant Manager, Human Resource & Administration	
Associated Documents		Service Rules of VIS Professional Portfolio Sdn Bhd	
Version	Authorization by	Approval Date	Effective Date
1.0	The CEO, MAHSA International College, Penang	1 st August 2025	1 st August 2025

1.0 PREAMBLE

The College recognises that the appointment and development of qualified academic staff are central to the quality of teaching and learning. This policy provides a clear framework for the appointment of academic staff and establishes transparent career pathways to support professional growth. It ensures compliance with the Malaysian Qualifications Agency (MQA) Programme Standards and aligns with the College's commitment to academic excellence, equity, and staff development.

2.0 PURPOSE & SCOPE

The purpose of this policy is to:

- Define clear criteria for the appointment of academic staff;
- Ensure staff are assigned courses aligned with their academic qualifications and expertise;
- Provide transparent career progression pathways;
- Support retention and motivation of high-performing staff;
- Strengthen compliance with MQA's requirements for staffing and quality assurance.

This policy applies to:

- All academic staff teaching in the Bachelor of Business Administration and other College programmes, including full-time and part-time lecturers.
- Recruitment, appointment, confirmation, and promotion processes overseen by the College.
- Staff employed under probationary, contract, or permanent terms.

3.0 APPOINTMENT OF ACADEMIC STAFF

3.1 General Criteria

- All academic staff must possess a minimum Master's degree in a relevant field.
- Preference given to candidates with a PhD or significant industry experience.
- Appointments must match the discipline taught (e.g., accounting courses taught by accounting graduates).
- English proficiency and effective communication skills are required.

3.2 Academic Ranks & Appointment Criteria

Lecturer

- Minimum Master's degree in the relevant field.
- May be probationary for one year before confirmation.

Senior Lecturer

- PhD in relevant field, OR Master's with minimum 8 years of academic/industry experience.
- Demonstrated excellence in teaching and student supervision.
- Expected to contribute to curriculum development and mentor junior staff.

Head of Programme / Programme Coordinator

- PhD in Business, Management, or related discipline.
- Minimum 10 years of teaching/administrative experience.
- Provides academic leadership, quality assurance oversight, and staff management.

Visiting / Part-Time Lecturer

- Minimum Master's degree in relevant field.
- Appointment based on specialist expertise not available internally.

3.3 Appointment Process

- Needs assessment conducted annually by the Faculty/Head of Programme.
- Selection panel includes Head of Programme, Dean/Principal, and HR representative.
- Recommendation endorsed by Academic Committee and approved by Senate.

4.0 CAREER PATHWAY FOR ACADEMIC STAFF

4.1 Pathway Structure

Lecturer → Senior Lecturer → Programme Coordinator/Head of Programme → Associate Professor (if applicable) → Dean.

4.2 Progression Principles

- Progression is based on merit, performance appraisal, and institutional needs.
- Annual appraisal outcomes are considered for promotion eligibility.

- Staff must demonstrate growth in teaching quality, research, CPD participation, and service contributions.

4.3 Promotion Criteria

- Lecturer to Senior Lecturer: Evidence of strong teaching performance, CPD compliance (min. 40 hours annually), contributions to curriculum development, and engagement in research or industry.
- Senior Lecturer to Programme Coordinator/Head: Demonstrated leadership, research/publication record, involvement in quality assurance, and administrative capability.
- Programme Coordinator/Head to Higher Roles: Based on institutional need, leadership capacity, research impact, and long-term service.

5.0 PROFESSIONAL DEVELOPMENT (CPD LINK)

- All academic staff must complete minimum 40 hours CPD annually.
- CPD participation is compulsory for promotion consideration.
- Examples: pedagogy training, research workshops, conferences, industry engagement.

REVIEW

This policy will be reviewed periodically and revised as necessary.

APPROVALS

Version	Authorization by	Approval Date	Effective Date	Sections Modified
1.0	The CEO, MAHSA International College, Penang	August 2025	August 2025	--