



Jabatan Sumber Manusia
HUMAN RESOURCES DEPARTMENT
Universiti Utara Malaysia

JOINT APPOINTMENT ACADEMIC SCHEME (JAAS)

JPU Ke-305 Bil.10/2023 (15 Nov 2023)
LPU Ke-146 Bil.6/2023 (17 Dis 2023)

NAME OF SCHEME	Joint Appointment Academic Scheme (JAAS)		
CATEGORY	Academic		
TERM OF APPOINTMENT	Contract For Service (CFS)		
TITLE	Joint Appointment Academic Staff		
DURATION OF APPOINTMENT	SCHEME A (INBOUND)	SCHEME B (INBOUND)	SCHEME C (OUTBOUND)
	One (1) year. The presence in UUM for a period of not more than ten (10) days	Not more than one (1) year either remote (hybrid) or on campus	Not more than three (3) months
CRITERIA OF APPOINTMENT	SCHEME A (INBOUND)	SCHEME B (INBOUND)	SCHEME C (OUTBOUND)
	<ol style="list-style-type: none"> 1. A PhD holder 2. Minimum five (5) years of experience as a full time academic staff 3. Candidate from a reputable University 4. At least h-index 4 (Scopus) for candidates from the Science and Technology (S&T) discipline and h-index 2 (Scopus) for candidates from the Non Science and Technology (Non S&T) discipline 5. Excellent personal and communication skills 6. Experience in engaging with stakeholders 	<ol style="list-style-type: none"> 1. A PhD holder 2. Minimum three (3) years of experience as a full time academic staff 3. Candidate from a reputable University 4. Excellent personal and communication skills 5. Experience in engaging with stakeholders 	<ol style="list-style-type: none"> 1. A PhD holder 2. Minimum three (3) years of experience as a full time academic staff 3. Offer or Appointment from the reputable University 4. The candidate must confirmed in service 5. Candidate is allow to submit second application after 5 years from the first appointment 6. Approved by the respective Dean

SCOPE OF WORKS	SCHEME A (INBOUND)	SCHEME B (INBOUND)	SCHEME C (OUTBOUND)
	<ol style="list-style-type: none"> 1. To presence in UUM for a period of not more than ten (10) days (if required by School) 2. To publish as lead author in Scopus indexed journal jointly with UUM's academic staff 3. To assist in teaching, learning and supervision 4. To provide junior staff mentoring in the area of research, consultation and publication either remotely or on campus 5. Other tasks (e.g: workshop / program) specified by the Dean 	<ol style="list-style-type: none"> 1. To involve in teaching, supervision, seminar, talk and other tasks either remotely or on campus as specified by the Dean. 	<ol style="list-style-type: none"> 1. As stipulated in the agreement or offer letter from respective University.
HONORARIUM	SCHEME A (INBOUND)	SCHEME B (INBOUND)	SCHEME C (OUTBOUND)
	<ol style="list-style-type: none"> 1. Honorarium: (Provided by UUM) <i>Only for the presence in UUM for a period of not more than 10 days</i> <ul style="list-style-type: none"> ➤ From Developed Country: RM1,000/day ➤ From Developing Country: RM500/day 2. Incentive: (Provided by School) Incentive for new publication based on current UUM publication incentive scheme endorsed by the University <p><i>* Exclusive of withholding tax or any tax imposed by the Malaysian Government</i></p>	<ol style="list-style-type: none"> 1. Honorarium: Not provided 2. Incentive: Not provided 	<ol style="list-style-type: none"> 1. Honorarium: Not provided by UUM. Will be provided by the respective University (if any) 2. Incentive: Not provided by UUM. Will be provided by the respective University (if any)

ATTENDANCE	SCHEME A (INBOUND)	SCHEME B (INBOUND)	SCHEME C (OUTBOUND)
OTHER FACILITIES	<ol style="list-style-type: none"> 1. Presence as the requirement stated in the offer letter as well as instructions by the Dean of the respective school. 2. Each visit should be in a period of not more than ten (10) days. 3. Clock-in and clock-out is not required 	<ol style="list-style-type: none"> 1. Presence either remotely (hybrid) or on campus with full supervision from Dean of the respective School 2. Clock-in and clock-out is not required 	<ol style="list-style-type: none"> 1. As stipulated in the agreement or offer letter from respective University.
	SCHEME A (INBOUND)	SCHEME B (INBOUND)	SCHEME C (OUTBOUND)
	<ol style="list-style-type: none"> 1. A business or economic class round trip flight ticket for each visit depend on the entitlement of each candidate (Provided by School) 2. Accommodation, transport and driver during the visit (Provided by School) 3. Work Station with computer and phone for local calls only. International calls will be charged at their own expense (Provided by School) 4. Medical Benefit: Only at PKU during the visit 5. Insurance: Not Provided by UUM. Candidate is required to apply travel insurance at their own cost 6. Other Allowance: Not Provided by UUM 7. Travel Claim: Not Provided by UUM 8. Entitlement of Leave: Not provided by UUM 	<ol style="list-style-type: none"> 1. Accommodation, work station, transport and driver during the visit (Provided by School) 2. Medical Benefit: Only at PKU during the visit 3. Insurance: Not provided by UUM. Candidate is required to apply travel insurance at their own cost 4. Other Allowance: Not provided by UUM. Candidate is required to apply grant and other allowances from their own respective University 5. Travel Claim: Not provided by UUM. Candidate is required to submit all claim to their own respective University 6. Entitlement of Leave: Not provided by UUM 	<ol style="list-style-type: none"> 1. As stipulated in the agreement or offer letter from respective University.

APPLICATION PROCEDURE	<ol style="list-style-type: none">1. School/Graduate School is required to provide a proposal stating applicant's background, expertise, excellence and job planning and submit to the HRD2. School/Graduate School may give a proposal to appoint one or more JAAS candidates subject to their respective financial capabilities3. Candidates proposed by the School/Graduate School will be tabled in the Jawatankuasa Pengurusan Universiti (JPU) for endorsement4. The HRD will issue an Offer Letter
RESPONSIBLE FOR	The Dean / Head of respective department in the aspect of attendance and all scope of task specified in the Offer Letter.