MyATP and STARS :
Promotion Menu:
Quick Reference for Lecturer
(Phase #1)

Academic Affairs Division, InfoStructure Office and Registrar Office
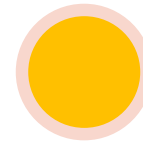
January 2020

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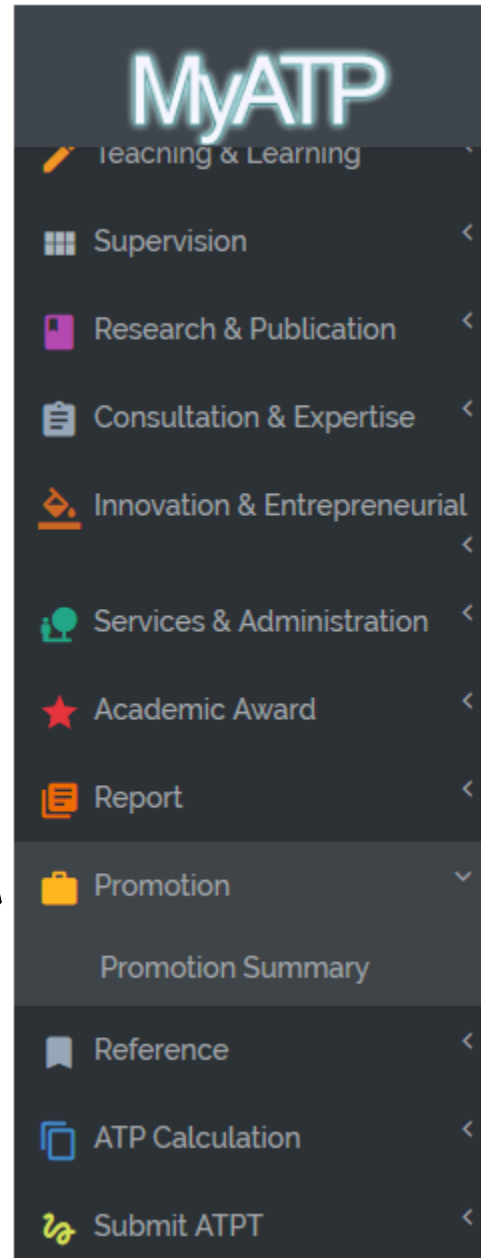
(Step 1 to 12)

STARS

ekenaikan Pangkat Module

(Step 1 to 5)

Process Flow

PERSON IN CHARGE	PROCESS	NOTE
Lecturer	Check for compliance promotion requirements at MyATP	Can monitor and update information from time to time
Lecturer	Agree to apply at MyATP	Lecturer will receive email notification
Lecturer	Monitoring the approval process at STARS	Lecturer will receive email notification
Dean/Head of Department/Rector	Approval process	Lecturer will receive email notification
Moderator (AR/EO Admin)	Monitoring and reporting at department/ faculty/campus level	
Moderator (*Bahagian Kemajuan Kerjaya*)	Monitoring and reporting at university level	
Promotion Panels	Approval process	Lecturer will receive email notification

MyATP: Promotion Menu

MyATP: Promotion Menu for lecturer

Summary of Compliance with Promotion Requirements

Lecturer can monitor the score of compulsory and specific requirements based on grade and track

⌂ Home / Promotion / Promotion Summary

Click SUMMARY

SUMMARY OF COMPLIANCE WITH PROMOTION REQUIREMENTS (DM54)

TRACK	SCORE OF COMPULSORY REQUIREMENT (CR)	CR STATUS	CR SUMMARY	CR DETAIL	SCORE OF SPECIFIC REQUIREMENT (SR)	SR STATUS	SR SUMMARY	SR DETAIL	ACTION
Teaching and Learning	0/3	**3** Comply	Summary	Detail	76.26	Not Comply	Summary	Detail	Apply
Research	0/3	Not Comply	Summary	Detail	57.8	Not Comply	Summary	Detail	Apply
Industry Practitioner	0/4	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply
Institutional Leadership	0/3	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply

Summary of Compulsory Requirements for Teaching and Learning Track

For example, lecturer can monitor the score of compulsory requirements based on grade 52 to grade 54 for Teaching and Learning track

Status of compulsory requirements

TEACHING AND LEARNING

COMPULSORY REQUIREMENT (CR)	STATUS
Has produced at least FOUR (4) academic publications in at least TWO (2) areas of teaching and learning. i. Any refereed/indexed journals recognised by the university. ii. Bublished by publisher recognised by the university. (minimum ONE (1) issue per year)	Not Comply
A resource person in the field of teaching and learning at university/national/ international level (at least TWO (2))	Not Comply
Has graduated at least ONE (1) student at Master's degree level by research as the main supervisor or at least TWO (2) students at Master's degree level by research as co-supervisor (as confirmed by the university senate or the university's date of degree conferment)	Not Comply
FINAL STATUS	**Not Comply**

Back to Main

Detail of Compliance with Compulsory Promotion Requirements

For example, lecturer can monitor the score of compulsory requirements based on grade 52 to grade 54 for Teaching and Learning track

🏠 Home / Promotion / Promotion Summary

Click DETAIL

SUMMARY OF COMPLIANCE WITH PROMOTION REQUIREMENTS (DM54)

TRACK	SCORE OF COMPULSORY REQUIREMENT (CR)	CR STATUS	CR SUMMARY	CR DETAIL	SCORE OF SPECIFIC REQUIREMENT (SR)	SR STATUS	SR SUMMARY	SR DETAIL	ACTION
Teaching and Learning	0/3	Not Comply	Summary	Detail	76.26	Not Comply	Summary	Detail	Apply
Research	0/3	Not Comply	Summary	Detail	57.8	Not Comply	Summary	Detail	Apply
Industry Practitioner	0/4	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply
Institutional Leadership	0/3	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply

Has produced at least FOUR (4) academic publications in at least TWO (2) areas of teaching and learning.
i. Any refereed/indexed journals recognised by the university.
ii. Bublished by publisher recognised by the university.
(minimum ONE (1) issue per year)

Show [6] entries   Search: [   ]

Publication Title	Type of Publication	Type of Author	Year	Action
No data available in table				

Showing 0 to 0 of 0 entries   Previous | Next

New Record

5

Click NEW RECORD to add information each of compulsory requirement

Teaching & Learning

×

Publication Title

Select Type of Publication

Type of Author	Select Type of Author	Publication Year	Select Year

6   Cancel   Submit

Click SUBMIT after finished updating the related information

Action

No data available in table

Showing 0 to 0 of 0 entries   Previous | Next

New Record

Summary of Compliance with Specific Promotion Requirements

Lecturer can monitor the score of specific requirements based on grade and track

Click SUMMARY to monitor the specific requirements score

⌂ Home / Promotion / Promotion Summary

SUMMARY OF COMPLIANCE WITH PROMOTION REQUIREMENTS (DM54)

TRACK	SCORE OF COMPULSORY REQUIREMENT (CR)	CR STATUS	CR SUMMARY	CR DETAIL	SCORE OF SPECIFIC REQUIREMENT (SR)	SR STATUS	SR SUMMARY	SR DETAIL	ACTION
Teaching and Learning	0/3	Not Comply	Summary	Detail	76.26	Not Comply	Summary	Detail	Apply
Research	0/3	Not Comply	Summary	Detail	57.8	Not Comply	Summary	Detail	Apply
Industry Practitioner	0/4	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply
Institutional Leadership	0/3	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply

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Summary of Specific Requirements for Teaching and Learning Track

For example, lecturer can monitor the score of specific requirements based on grade 52 to grade 54 for Teaching and Learning track

Outcome Status Indicator

TEACHING AND LEARNING

HASIL	W	X		WX	MINIMUM MARKS	STATUS
1.0 TEACHING AND LEARNING / SUPERVISION	0.5	X1 =	100.00	50.00	30	Comply
2.0 RESEARCH / PUBLICATION / CONFERENCE		X2 =	50	4.35	6	Not Comply
3.0 CONSULTANCY AND EXPERTISE	0.3	X3 =	30.00	3.00	6	Not Comply
4.0 INNOVATION/COMMERCIALIZATION/ENTREPRENEURSHIP		X4 =	60.00	6.00	6	Comply
5.0 SERVICES (UNIVERSITY/STUDENT/COMMUNITY)		X5 =	80.00	8.00	6	Comply
6.0 ACCOLADES AND ACADEMIC AWARDS	0.2	X6 =	0.00	0.00	3	Not Comply
7.0 LEADERSHIP AND QUALITY OF PERSONALITY		X7 =	98.15	4.91	3	Comply
TOTAL				71.91	60	

BONUS MARKS

TABLE 3 (3.2.5) - DRAFTER (POLICY, STANDARDS, GUIDELINE, PROCEDURE, ACT)	0

Detail of Compliance with Specific Promotion Requirements

For example, lecturer can monitor the score of specific requirements based on grade 52 to grade 54 for Teaching and Learning track

Click DETAIL

SUMMARY OF COMPLIANCE WITH PROMOTION REQUIREMENTS (DM54)

TRACK	SCORE OF COMPULSORY REQUIREMENT (CR)	CR STATUS	CR SUMMARY	CR DETAIL	SCORE OF SPECIFIC REQUIREMENT (SR)	SR STATUS	SR SUMMARY	SR DETAIL	ACTION
Teaching and Learning	0/3	Not Comply	Summary	Detail	76.26	Not Comply	Summary	Detail	8
Research	0/3	Not Comply	Summary	Detail	57.8	Not Comply	Summary	Detail	Apply
Industry Practitioner	0/4	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply
Institutional Leadership	0/3	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply

Detail of Compliance with Specific Promotion Requirements

For example, lecturer can monitor the score of compulsory requirements based on grade 52 to grade 54 for Teaching and Learning track

Table 1 – 7 display the information related to teaching and learning from the date of appointment in the current grade

| Table 1.0 | Table 2.0 | Table 3.0 | Table 4.0 | Table 5.0 | Table 6.0 | Table 7.0 |

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1.0 TEACHING AND LEARNING / SUPERVI

Click TABLE 1.0 to display information detail

1.1 Teaching and Learning

1.1.1 Thesis PhD/ Master

Show [6] entries

Search: [   ]

Semester	Course Name	Lecture	Tutorial / Labatory / Others
		No data available in table	

Showing 0 to 0 of 0 entries

Previous | Next

Item	Point	Marks
0	10	0
0	5	0
Total Marks 1.1.1		**0**

Lecture = 10 points
Tutorial / Labatory / Others = 5 points

Table Details of Compliance with Specific Promotion Requirements

For example, the information from Teaching and Learning section from ATP will calculated at Section 1.1.2 on Table 1.0.

Score calculated automatic by given formula and weightage

Courses Information from ATP (KS)

1.1.2 Degree / Professional

Show 6 entries

Search:

Semester	Course Name	Lecture	Tutorial / Labatory / Others
20184	ADE483 - Painting Mixed Media	14	56
20184	EAD414 - Printmaking : Relief Print	14	28
20184	FET351 - Drawing-Final Drawing	14	56
20184	FET354 - Printmaking-Media Dimension	14	56
20184	FET530 - Form And Soul Art And Style	42	0
20184	FET530 - Form And Soul Art And Style	42	0

Showing 1 to 6 of 16 entries

Previous 1 2 3 Next

Item	Point	Marks
16	5	80
14	2.5	35
Total Marks 1.1.2		115

Lecture = 5 points
Tutorial / Labatory / Others = 2.5 points

Note weightage as references

Promotion Application

🏠 Home / **Promotion** / **Promotion Summary**

SUMMARY OF COMPLIANCE WITH PROMOTION REQUIREMENTS (DM54)

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TRACK	SCORE OF COMPULSORY REQUIREMENT (CR)	CR STATUS	CR SUMMARY	CR DETAIL	SCORE OF SPECIFIC REQUIREMENT (SR)	SR STATUS	SR SUMMARY	SR DETAIL	ACTION
Teaching and Learning	0/3	Not Comply	Summary	Detail	76.26	Not Comply	Summary	Detail	Apply
Research	0/3	Not Comply	Summary	Detail	57.8	Not Comply	Summary	Detail	Apply
Industry Practitioner	0/4	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply
Institutional Leadership	0/3	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply

This button will active if they are comply with compulsory and specific requirements

Confirmation

Are you sure you want to proceed?

Only One track allowed for grade DM54 and above

Cancel   Proceed

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Click PROCEED for confirmation

	COMP...				RE OF IREMENT (SR)	SR STATUS	SR SUMMARY	SR DETAIL	ACTION
...ning	0/3	Not Comply	Summary	Detail	76.26	Not Comply	Summary	Detail	Apply
	0/3	Not Comply	Summary	Detail	57.8	Not Comply	Summary	Detail	Apply
...her	0/4	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply
...rship	0/3	Not Comply	Summary	Detail	71.09	Not Comply	Summary	Detail	Apply

IREMENTS (DM54)

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1 of 2

Promotion Review Application Inbox ×

MyATP Administrator <myatp@uitm.edu.my>   Mon, Jan 6, 11:14 AM (3 days ago)
to me ▾

Assalamualaikum & Salam Sejahtera

YBhg Datuk/Datin/Prof/Tuan/Puan,

Khairul Ihsan Bin Abdul Aziz (223010)

Applications for promotion review have been received on 06/01/2020

Notifications and monitoring of your promotion review applications are available at Portal I-Staf UiTM.

This email is generated automatically by the system and does not require a reply.

Regards,
MyATP Administrator

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Click the link given to monitor the application status at eKenaikan Pangkat on STARS

STARS: eKenaikan Pangkat Menu

Summary of Compliance with Entry *(Syarat Umum*) Promotion Requirements

For example, the screen will displayed information upon application and grade as well as the eligible track applied from the MyATP.

BORANG PERMOHONAN KENAIKAN PANGKAT

A. JAWATAN YANG DIPOHON

1. Gred Jawatan : DM54
2. Trek : RESEARCH

B. KETERANGAN DIRI

3. Nama Penuh : SITI RASHIDAH BT MOHD NASIR
4. Nombor Pekerja : 147015
5. Nombor Fail : 600-PPD/PKH 1/3/4813)
6. Gred Gaji & Jawatan Hakiki : NAN
7. Jawatan Sekarang :
8. Skim Perkhidmatan :
9. Jabatan Hakiki :
10. Jabatan Sekarang :
11. Gugusan :
12. No Telefon :
13. Emel Rasmi UiTM :

C. SEJARAH PERKHIDMATAN JAWATAN STA...

14. Jumlah Perkhidmatan (Pensyarah):
15. Jumlah Perkhidmatan (Jawatan Semasa) : 14 Tahun 5 Bulan 15 Hari

SEJARAH P...

BIL	NAMA JAWATAN	G
1	PENSYARAH KANAN	
2	PENSYARAH	

16. Maklumat Prestasi bagi 3 tahun terkini

Bil	Tahun	Markah	AKC
1	2018	86.77	-
2	2017	94.37	-
3	2016	93.33	-

E. KELULUSAN AKADEMIK

17.

Bil	Nama Kelayakan	Institusi	CGPA	Tarikh Tamat
1	DOCTOR OF PHILOSOPHY (CIVIL ENGINEERING)			21-12-2011
2	MSC IN PROJECT MANAGEMENT			11-09-1998
3	BACHELOR OF CIVIL ENGINEERING			30-07-1994
4	DIPLOMA KEJURUTERAAN AWAM			10-10-1992
5	JURUTERA SISWAZAH (CIVIL NP:24254A)			30-12-1995

F. MAKLUMAT JUMLAH JAM LATIHAN 2018

18.

Umum	Khusus	ICT	Tiada	Keseluruhan
27 jam	84 jam	0 jam	0 jam	111 jam

G. PENGAKUAN PEMOHON

19. Saya mengaku bahawa maklumat yang diberi adalah betul dan benar. Saya memahami bahawa sekiranya ada diantara maklumat itu didapati palsu, permohonan saya akan terbatal dan sekiranya saya telah diberi tawaran kenaikan pangkat, kenaikan pangkat tersebut akan ditarik balik serta merta.

Tarikh : 14/12/2019

H. PERAKUAN KETUA JABATAN

20. Dengan ini disahkan bahawa pemohon telah menyalurkan permohonannya melalui Ketua Jabatan.

* **Sila Pilih Ketua Jabatan Yang Bertanggungjawab Meluluskan Permohonan Anda:**

Status Permohonan: -
Ketua Jabatan : -
Jawatan : -
Tarikh Semakan : -

4

*PERHATIAN : Sila klik butang '**Hantar Borang**' di bawah untuk menghantar bo... ...ohonan anda. Jika tidak permohonan anda tidak akan diproses. Harap maklum .

Hantar Borang

Lecturer must select the Head of Department before submitting the application and click HANTAR BORANG

Status of Promotion Application

Lecturer can review the status of the application from time to time

Manual for Moderator will be update later