

Tarikh : 31-03-2021

CHOW KHAI SHIAN (990312105019)
E3-02-08 GOODYEAR COURT 5
47600 SUBANG JAYA
SELANGOR, MALAYSIA

Dear Sir/Madam,

INVITATION FOR PART-TIME TEACHING

I am pleased to invite you to conduct part-time (lecture/tutorial/clinical/demonstration/practical) at the **PEJABAT DEKAN FAKULTI SAINS KOMPUTER & TEKNOLOGI MAKLUMAT , FAKULTI SAINS KOMPUTER & TEKNOLOGI MAKLUMAT** , University Malaya for Semester 2 , Academic Session 2020/2021 for the following course(s) :

No	Code Title	Course Title	Blok/Group	Advertisement description	Position	Work load		
						Lecture (hour)	Tutorial/Clinical (hour)	Demonstration/Practical (hour)
1	WIA1005	NETWORK TECHNOLOGY FOUNDATION	-	perkhidmatan dan kepakaran diperlukan	DEMONSTRATOR	0	0	2

2. The appointment is subject to :

- (1) Maximum teaching limit of **7 hours per week** and **6 hours per week for final year undergraduate students who are appointed to conduct part-time teaching at Faculty/Academy/Center in the University.**
- (2) Maximum imbursement for part time teaching in an academic year is RM20,000.00 which includes all part-time teaching at other departments/faculties.
- (3) Rates of imbursement are as follows :
 - For Lecture - RM150.00 per hour
 - For Tutorial/Clinical - RM100.00 per hour
 - For Demonstration/Practical - RM50.00 per hour
- (4) You are not entitled to obtain any benefits as conferred by the University to permanent/ full-time staff.

3. You will be responsible to the Head of Department **PUAN NUR HAFIEZAH BT MOHD NOR PEAH** and should obey to the instruction satisfactorily. The duties and responsibilities are attached for your perusal/reference.

4. Should you accept the invitation, please complete and return the Acceptance Form (attached) within two weeks from the date of the letter. You are required to report duty to the Head of Department as stated in paragraph 3 above.

Yours faithfully,

PROFESOR MADYA DR.MAIZATUL AKMAR BINTI ISMAIL

TIMBALAN DEKAN (IJAZAH DASAR)

PEJABAT DEKAN FAKULTI SAINS KOMPUTER & TEKNOLOGI MAKLUMAT
FAKULTI SAINS KOMPUTER & TEKNOLOGI MAKLUMAT

s.k Head of Department (where the applicant/staff serving)

Deputy Registrar, Human Resources Division

Head of Assistant Treasurer
Payment and Expenditure Management
Treasurers Office

*** For UM Lecturers, part time teaching claim performed at other faculties will only be paid if their weekly teaching load has exceeded the minimum hours as regulated by the University.**

*** For non UM staff, the applicants are required to submit a copy of academic transcript and certificate to the Faculty/Academy/Center when reporting for duty.**

*** Part-time teaching claims should be submitted on monthly basis to the Bursar Office.**

JOB SCOPES

Part-time Lecturer

- a) To perform teaching task effectively according to the pro-forma of the course.
- b) To conduct student assessments using the methods in the pro-forma of the course.
- c) To prepare the examination papers/assignments/tests/quizzes.
- d) To attend vetting meeting for final examination papers.
- e) To be present at examination hall for the courses conducted at least for the first half an hour after the examination starts in order to entertain any inquiries/questions from candidates.
- f) To mark the examination answer scripts within the period given.
- g) To submit and confirm the examination scores in ISIS within the period given.
- h) To complete the course files for the courses conducted.
- i) To attend the Pre-Committee of Examiners meetings.
- j) To deliver any task required by the Head of Department/ Dean/ Director of Faculty/ Academy/ Center in relevance to the courses conducted.

Tutor / Part-time Demonstrator

- a) To conduct tutorial/practical/clinical teaching/field work classes as scheduled.
- b) To deliver any task required by the Head of Department/ Dean/ Director of Faculty/ Academy/ Center in relevance to the courses conducted.

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