

**STATUT UNIVERSITI PUTRA MALAYSIA
(JAWATANKUASA PEMILIH DAN PIHAK
BERKUASA MELANTIK) 2020**

**UNIVERSITI PUTRA MALAYSIA
(SELECTION COMMITTEE AND APPOINTING
AUTHORITY) STATUTE 2020**

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AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971
PERLEMBAGAAN UNIVERSITI PUTRA MALAYSIA
STATUT UNIVERSITI PUTRA MALAYSIA
(JAWATANKUASA PEMILIH DAN PIHAK BERKUASA MELANTIK) 2020

PADA menjalankan kuasa yang diberi di bawah subseksyen 35(1) Perlembagaan Universiti Putra Malaysia [P.U(A) 448/2010], Canselor membuat Statut yang berikut:

Nama

1. Statut ini bolehlah dinamakan **Statut Universiti Putra Malaysia (Jawatankuasa Pemilih dan Pihak Berkuasa Melantik) 2020.**

Keahlian Jawatankuasa

2. (1) Keahlian Jawatankuasa bagi maksud pelantikan ke sesuatu kursi dan pelantikan atau kenaikan pangkat ke jawatan profesor kanan dan profesor, Pendaftar, Bursar, Ketua Pustakawan dan Penasihat Undang-Undang hendaklah terdiri daripada-

- (a) Naib Canselor yang hendaklah menjadi Pengerusi;
- (b) dua ahli Lembaga yang dilantik oleh Lembaga;
- (c) Dekan Fakulti atau ketua Sekolah, Pusat, Akademi atau Institut yang baginya kursi itu atau jawatan profesor kanan atau profesor diuntukkan, jika berkenaan; dan
- (d) dua ahli Senat yang dilantik oleh Senat.

(2) Keahlian Jawatankuasa bagi maksud pelantikan dan kenaikan pangkat ke jawatan guru selain daripada jawatan profesor kanan, profesor atau yang bersamaan dengannya di bawah mana-mana skim perkhidmatan yang diterima pakai oleh Universiti, hendaklah terdiri daripada ahli yang berikut yang dilantik oleh Lembaga-

- (a) Timbalan Naib Canselor yang bertanggungjawab bagi hal ehwal akademik yang hendaklah menjadi Pengerusi;
- (b) dua ahli Senat yang dilantik oleh Senat; dan
- (c) Dekan Fakulti atau ketua Sekolah, Pusat, Akademi atau Institut yang baginya jawatan itu diuntukkan.

(3) Keahlian Jawatankuasa bagi maksud pelantikan dan kenaikan pangkat pekerja Universiti dalam kumpulan pengurusan dan profesional hendaklah terdiri daripada ahli-ahli berikut yang dilantik oleh Lembaga—

- (a) Pendaftar yang hendaklah menjadi Pengerusi; dan
- (b) dua orang pegawai kanan Universiti.

(4) Keahlian Jawatankuasa bagi maksud pelantikan dan kenaikan pangkat pekerja Universiti dalam kumpulan sokongan hendaklah terdiri daripada ahli-ahli berikut yang dilantik oleh Lembaga—

- (a) Pendaftar atau wakilnya dalam kalangan pegawai atau pekerja Universiti yang hendaklah menjadi Pengerusi; dan
- (b) tiga orang pegawai atau pekerja Universiti.

Setiausaha

3. Pengerusi hendaklah melantik seorang Setiausaha dalam kalangan pegawai atau pekerja Universiti.

Laporan Penilaian Pakar Luar

4. (1) Bagi maksud pelantikan ke kursi, dan pelantikan dan kenaikan pangkat ke jawatan profesor kanan dan profesor, Jawatankuasa hendaklah menimbang laporan penilaian daripada sekurang-kurangnya tiga orang pakar luar.

(2) Bagi maksud pelantikan dan kenaikan pangkat ke jawatan *reader* dan profesor madya, Jawatankuasa hendaklah menimbang laporan penilaian daripada sekurang-kurangnya dua orang pakar luar.

(3) Senarai calon yang layak berserta kenyataan kelayakan calon itu hendaklah diberikan kepada pakar luar itu.

(4) Senarai calon itu boleh juga mengandungi nama orang yang tidak memohon jawatan itu tetapi yang difikirkan layak oleh Pihak Berkuasa Universiti untuk dipertimbangkan.

(5) Jawatankuasa tidak boleh membuat apa-apa pemilihan sehingga ia telah menerima dan mempertimbangkan laporan mengenai calon itu daripada pakar luar itu.

Mengundang Menghadiri Mesyuarat

5. Jawatankuasa boleh mengundang mana-mana orang untuk menghadiri mesyuarat bagi menasihatinya tentang apa-apa perkara yang dibincangkan tetapi orang itu tidak berhak mengundi.

Kuorum Mesyuarat

6. Kuorum bagi mesyuarat semua Jawatankuasa hendaklah terdiri daripada tiga orang ahli termasuk Pengerusi.

Pelantikan dan Kenaikan Pangkat

7. (1) Pelantikan ke suatu jawatan kursi, dan pelantikan dan kenaikan pangkat bagi jawatan profesor kanan, profesor, Pendaftar, Bursar, Ketua Pustakawan dan Penasihat Undang-Undang hendaklah dibuat oleh Lembaga atas nasihat Jawatankuasa yang berkenaan.

(2) Pelantikan dan kenaikan pangkat bagi jawatan guru selain daripada profesor kanan dan profesor hendaklah dibuat oleh Naib Canselor atas nasihat Jawatankuasa yang berkenaan.

(3) Pelantikan dan kenaikan pangkat bagi pekerja Universiti selain daripada yang disebut di subperenggan (1) dan (2) hendaklah dibuat oleh Pendaftar atas nasihat Jawatankuasa yang berkenaan.

(4) Surat cara pelantikan dan kenaikan pangkat yang dibuat di bawah Statut ini hendaklah ditandatangani oleh Pendaftar bagi pihak Universiti.

Rayuan Berhubung Pelantikan dan Kenaikan Pangkat

8. (1) Mana-mana pekerja Universiti yang terkilan dengan penjalanan kuasa melantik dan menaikkan pangkat bolehlah merayu kepada Lembaga.

(2) Apa-apa rayuan yang dibuat hendaklah dinyatakan dengan jelas alasan rayuan itu dan dikemukakan kepada Lembaga untuk pertimbangan dalam tempoh empat belas hari dari tarikh keputusan pelantikan atau kenaikan pangkat itu disampaikan kepada pekerja itu.

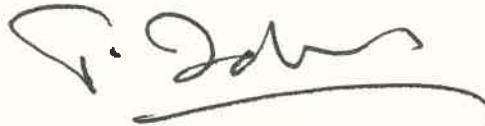
Kesahan perbuatan atau peninggalan Jawatankuasa Pemilih dan Pihak Berkuasa Melantik yang menjalankan fungsinya sebelum kuat kuasa Statut

9. Tiada apa-apa perbuatan atau peninggalan oleh Jawatankuasa Pemilih dan Pihak Berkuasa Melantik yang menjalankan fungsinya sebelum kuasanya Statut ini boleh menjadi tidak sah atas sebab Statut ini belum berkuat kuasa.

Dibuat 15hb Januari 2020

[Minit Mesyuarat JPU 692.07(e)]

[UPM/PPUU/100-1/1/2 (Jawatankuasa Pemilih Dan Pihak Berkuasa Melantik)]



**SULTAN SHARAFUDDIN IDRIS SHAH ALHAJ
IBNI ALMARHUM SULTAN SALAHUDDIN ABDUL AZIZ SHAH ALHAJ**

*Canselor
Universiti Putra Malaysia*

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

THE CONSTITUTION OF THE UNIVERSITI PUTRA MALAYSIA

UNIVERSITI PUTRA MALAYSIA
(SELECTION COMMITTEE AND APPOINTING AUTHORITY) STATUTE 2020

IN exercise of the powers conferred under subsection 35(1) of the Constitution of the Universiti Putra Malaysia [P.U.(A) 448/2010], the Chancellor makes the following Statute:

Citation

1. This Statute may be cited as the **Universiti Putra Malaysia (Selection Committee and Appointing Authority) Statute 2020**.

Membership

2. (1) The Committee for purposes of appointment to a chair and appointment or promotion to a post of senior professor and professor, Registrar, Bursar, Chief Librarian and Legal Advisor shall consist of-

- (a) Vice-Chancellor, who shall be the Chairman;
- (b) two members of the Board, appointed by the Board;
- (c) The Dean of the Faculty or Head of the School, Centre, Academy or Institute to which the chair or the posts of senior professor or professor will be allocated, if applicable; and
- (d) two members of the Senate appointed by the Senate.

(2) The Committee for purposes of appointment or promotion to the post of teacher except for the posts of senior professor, professor or other similar post under any scheme of service adopted by the University, shall consist of the following members whom are appointed by the Board-

- (a) Deputy Vice-Chancellor charge with the responsibility on academic affairs, who shall be the Chairman;
- (b) two members of the Senate appointed by the Senate; and
- (c) Dean of the Faculty or head of School, Centre, Academy or Institute to which the post will be allocated.

(3) The Committee for purposes of appointment and promotion of employee of the University in the managerial and professional group shall consist of the following members whom are appointed by the Board–

- (a) Registrar, who shall be the Chairman; and
- (b) three senior officers of the University.

(4) The Committee for purposes of appointment and promotion of employee of the University in the support group shall consist of the following members whom are appointed by the Board–

- (a) Registrar, or his representative from amongst University officer or employee who shall be the Chairman; and
- (b) three officers or employees of the University.

Secretary

3. The Chairman shall appoint a Secretary from amongst the officer or employee of the University.

External Expert Assessment Report

4. (1) For purposes of appointment to a chair, and appointment and promotion to the posts of senior professor and professor, the Committee shall consider the assessment report from at least three external experts.

(2) For purposes of appointment and promotion to the posts of reader and associate professor, the Committee shall consider the assessment report from at least two external experts.

(3) The list of qualified candidates together with their qualification statements shall be submitted to the external experts.

(4) The list of the candidates may also contain the names of those who are not applying for the said posts but is qualified, in the opinion of the Authority of the University to be considered.

(5) The Committee shall not make any selection unless it has received and considered the report on the candidate from the external experts.

(6) The external experts may, in their report to the Committee, furnish names and details of any other person not mentioned in the list of candidates submitted to them under subparagraph (2) or (3) for consideration of appointment or promotion by the Committee.

Invitation to Attend Meeting

5. The Committee may invite any person to attend its meeting for purpose of advising the Committee on matters discussed but such person shall have no right to vote.

Quorum

6. The quorum for all meetings of the Committee shall be three members including the Chairman.

Appointment and Promotion

7. (1) The appointment to a chair, and appointment and promotion to a post of senior professor, professor, Registrar, Bursar, Chief Librarian and Legal Advisor shall be made by the Board on the advice of the respective Committee.

(2) The appointment and promotion for the post of teacher except senior professor and professor shall be made by the Vice-Chancellor on the advice of the respective Committee.

(3) The appointment and promotion of employee of the University except those mention under subparagraph (1) and (2) shall be made by the Registrar on the advice of the respective Committee.

(4) The instrument of appointment and promotion made under this Statute shall be signed by the Registrar on behalf of the University.

Appeal in Respect of Appointment and Promotion

8. (1) Any employee of the University who is aggrieved with the exercise of the power to appoint and promote may appeal to the Board.

(2) Any appeal made shall state clearly the reason for the appeal and submit to the Board within fourteen days from the date of decision made on the appointment or promotion communicated to such employee for consideration.

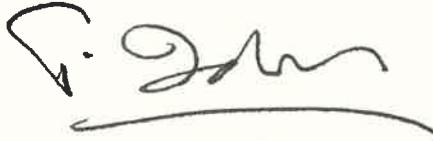
Validity of act or omission of Selection Committee and Appointing Authority in performing its functions before the coming into force the Statute

9. No act or omission of Selection Committee and Appointing Authority in performing its functions before the commencement of this Statute, becomes null and void by reason of this Statute has not come into force.

Made 15th January 2020

[Minutes of JPU Meeting 692.07(e)]

[UPM/PPUU/100-1/1/2 (Selection Committee and Appointing Authority)]



**SULTAN SHARAFUDDIN IDRIS SHAH ALHAJ
IBNI ALMARHUM SULTAN SALAHUDDIN ABDUL AZIZ SHAH ALHAJ**

*Chancellor
Universiti Putra Malaysia*