

## **1.0. PURPOSE**

This procedure is intended as a guideline for the process of proposing promotion and rank of educators and education personnel in the State University of Surabaya.

## **2.0. SCOPE**

This procedure describes the implementation of the process of promotion and rank of educators and education personnel starting from receiving proposal files to submitting decrees for promotion and rank.

## **3.0. REFERENCES**

- 3.1. Government Regulation No. 99 year 2000 jo no. 12 of 2002.
- 3.2. PP No.11 of 20217 concerning ASN Management
- 3.3. Permendikbud No. 92 of 2014
- 3.4. 2014 Operational Guidelines concerning Operational Guidelines for Credit Score Assessment of lecturers' academic promotions
- 3.5. Rector Regulation No.3 of 2020 concerning Unesa's Internal Quality Assurance System

## **4.0. DEFINITION**

- 4.1. Academic staff are educators or lecturers.
- 4.2. Education Personnel are employees with certain general or functional positions
- 4.3. SKP is Employee Performance Targets that include targets and employee performance appraisals.
- 4.4. Certain Functional Positions are a group of positions containing functions and tasks related to functional services based on certain expertise and skills, promotion / position using a credit score.

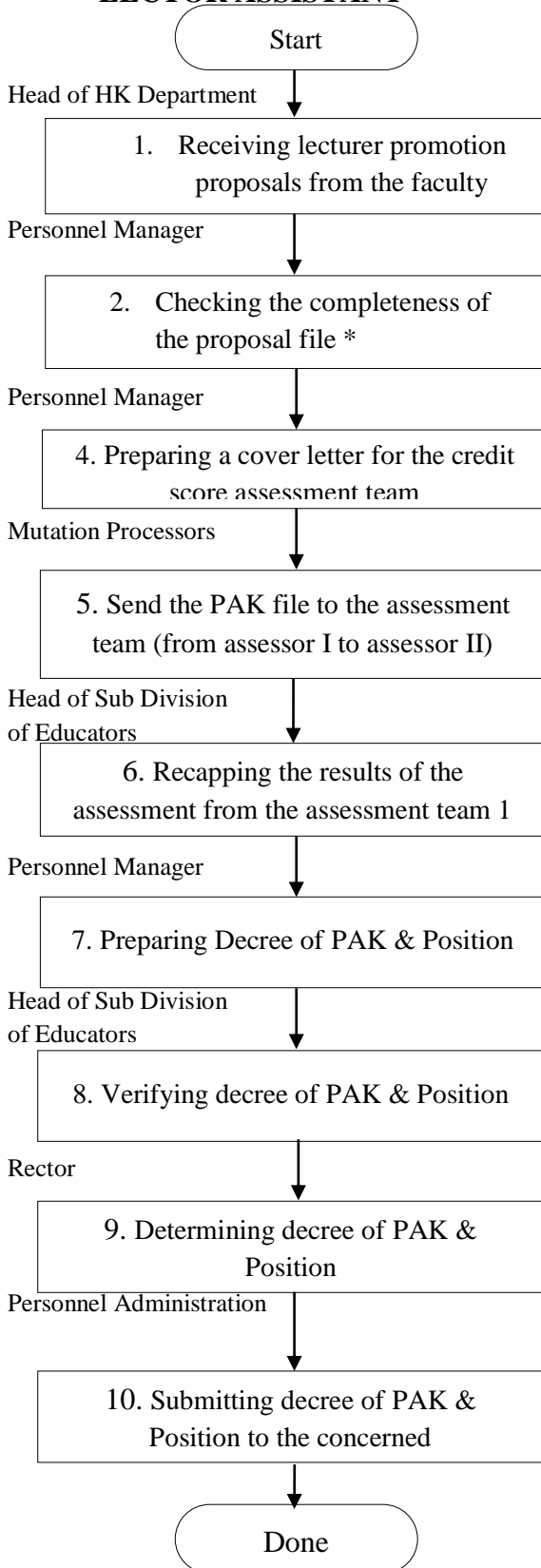
## **5.0. PROVISIONS**

- 5.1. Advancement in position / rank of educators uses the calculation of lecturer credit figures.
- 5.2. Promotion of general functional education personnel is carried out every 4 years (regular) or promotion of elective positions.
- 5.3. Promotion of certain functional education staff positions is carried out based on a credit score assessment.
- 5.4. The proposal for PAK / functional positions of Archivist and Personnel Analyst is not subject to a credit assessment by the PAK University Team
- 5.5. Promotion / promotion in accordance with applicable regulations
- 5.6. Leadership recommendations consist of recommendations from peers, direct superiors and deans which contain national attitudes and behavior

5.7. The Assessment Team for functional positions of education personnel has competence in their field

## 6.0. PROCEDURE DETAILS

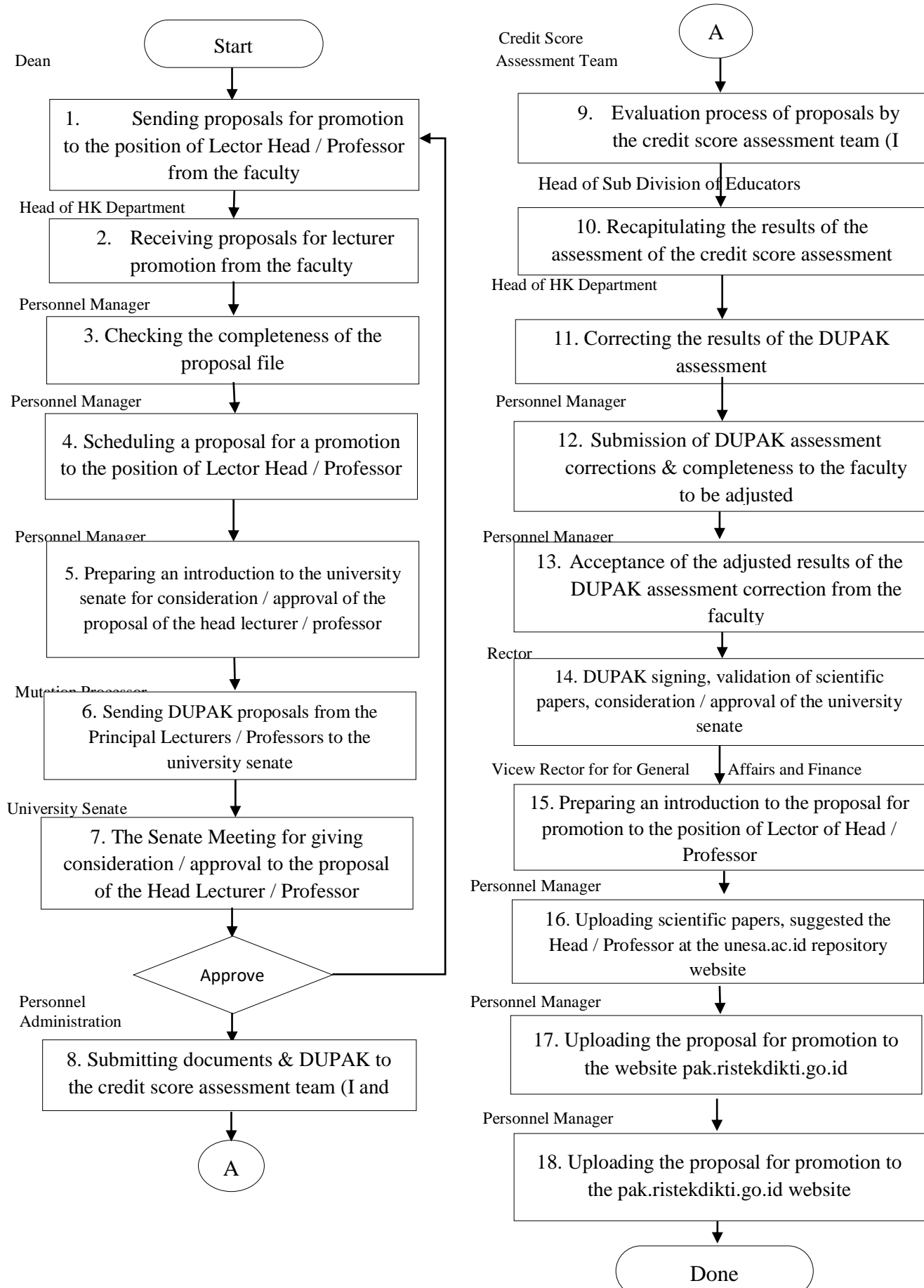
### 6.1. PROPOSAL PROCESS OF INCREASING POSITIONS OF EXPERT AND LECTOR ASSISTANT



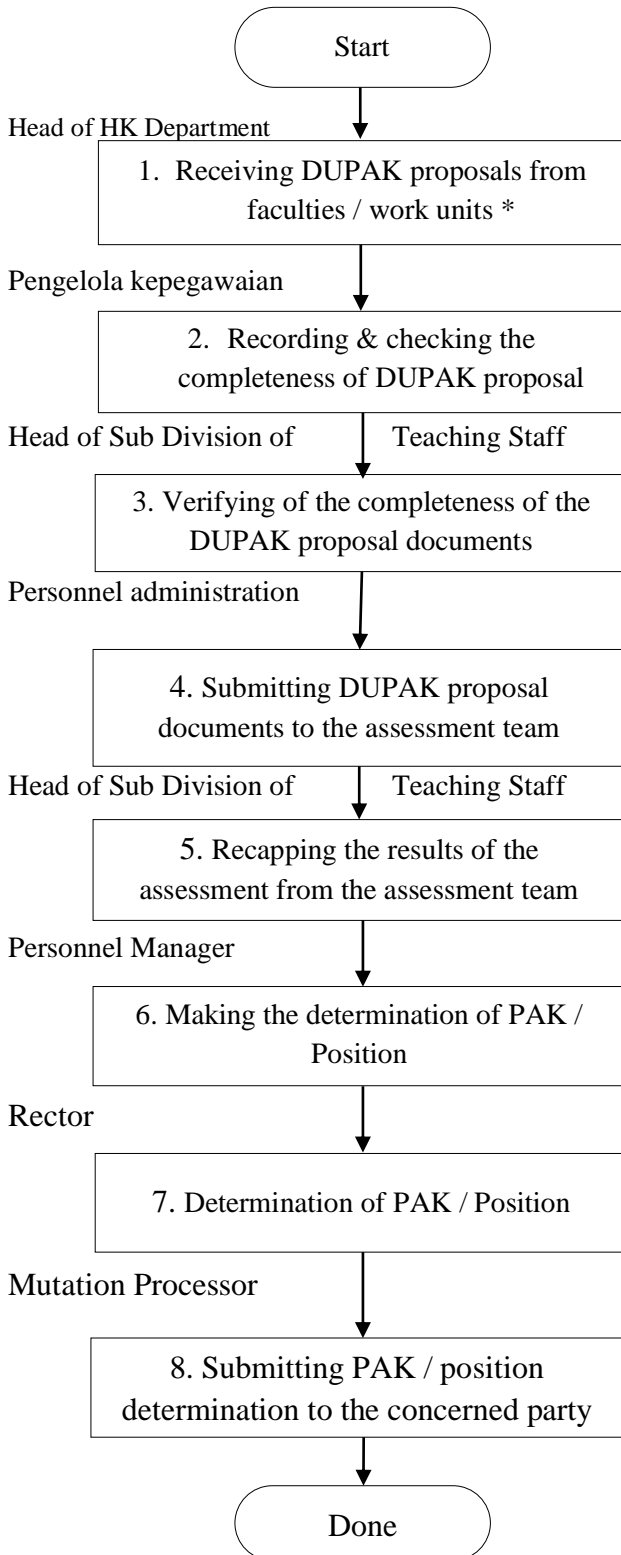
\* The received documents consist of:

1. Employee Card / NIP Conversion
2. The last SK rank
3. Decree of the last position
4. Decree of PAK
5. Certificate of S2 / S3 (if any)
6. Study Assignment Letter / Study Permit (if any)
7. Decree of Activation
8. SKP for the last 2 years
9. Minutes of Considerations (Expert Assistant to Head Lector) of the Faculty Senate
10. Statement of Validation from the leadership
11. Plagiarism free statement
12. List of Proposed Credit Score Assessments (DUPAK)
13. Proposed files
14. Peer Review Sheet
15. Proof of Plagiarism-free Check of Scientific Papers
16. Recommendations from faculty leaders (especially for professors)

## 6.2. PROPOSED PROCESS OF INCREASING THE POSITION OF HEAD AND TEACHER

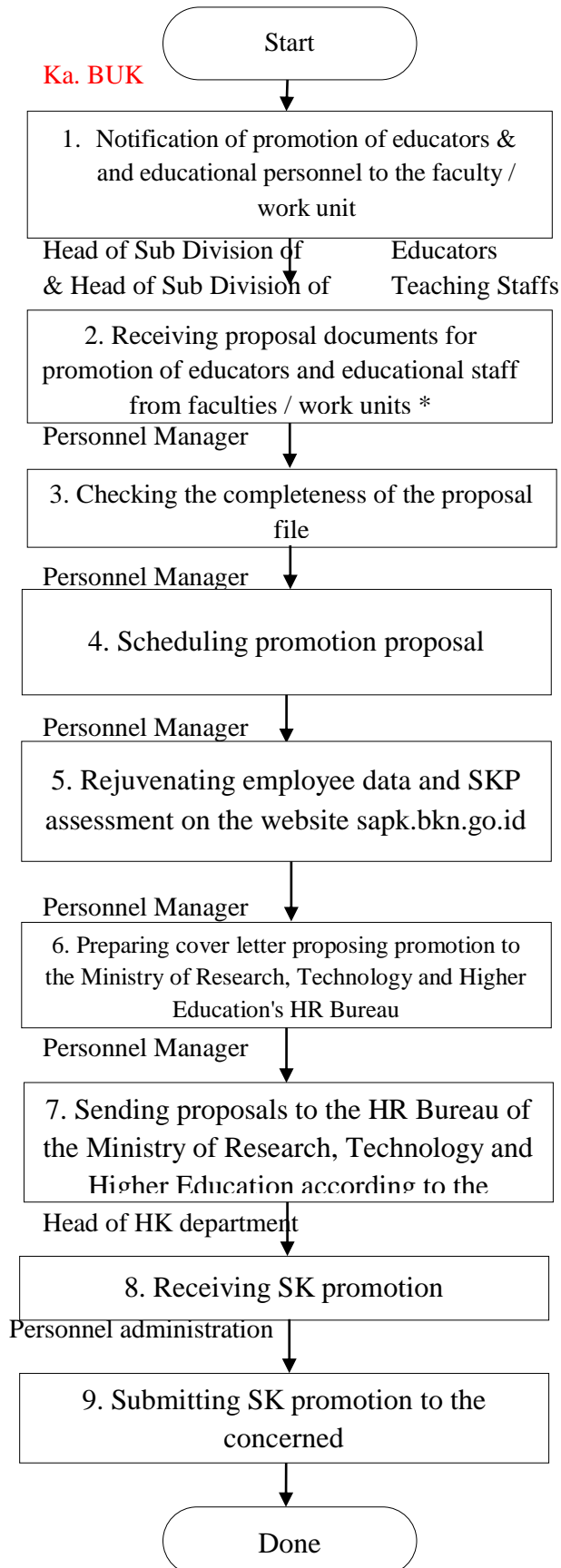


**6.3. PROPOSAL PROCESS OF INCREASING PARTICULAR FUNCTIONAL POSITIONS (ANALYSIS OF EMPLOYEES, LIBRARIAN, ARCHIPARISTS, PRANATA LLABORATORIUM EDUCATION)**



- \* Completeness of the proposal documents received consists of:
1. Copy of employee card
  2. Copy of new NIP conversion
  3. Photocopy of last promotion decree
  4. Photocopy of SK for promotion of the last functional position
  5. Photocopy of SKP for the last two years
  6. SK PAK / Position (Determination of Credit Score)
  7. Recommendations from the assessment team

## 6.4. PROPOSED PROCESS OF THE IMPROVEMENT OF EDUCATORS AND EDUCATION MANPOWER



\* Documents for promotion:

I. Educators consist of:

1. Karpeg / SK converting new NIP
2. SK Rank of the last rank
3. Decree of the last functional position
4. PAK (Determination of Credit Score)
5. SKP for the last two years
6. Diploma (if any)
7. Decree of study permit (study assignment (if any
8. Curriculum Vitae (for goals. IV / C and above)

II. Education staff consists of:

1. SKP for the last 2 years in the form of soft & hard copy (min. Good value)
2. Diploma (if any)
3. Decree of study permit / study assignment
4. Photocopy of certificate of passing the Service exam / diploma adjustment (for those who take the official exam / diploma adjustment)

III. Certain functional consists of:

1. Karpeg / SK Conversion of NIP
2. Decree last rank
3. Decree of the last functional position
4. PAK (Determination of Credit Score)
5. SKP for the last 2 years in the form of soft & hard copy (min. Good value)
6. Diploma (if any)
7. Decree for study permit

IV. Choice promotion consists of:

1. Karpeg / SK Conversion of NIP
2. Decree last rank
3. Decree on Structural Position
4. Minutes of Inauguration
5. SKP for the last 2 years in the form of soft & hard copy (min. Good value)

## **7.0. RECORDING LIST**

7.1. Decree on Determination of Credit Score

7.2. Position Decree

7.3. SK Promotion

## **8.0. NOTES OF CHANGES**

REV.0, 25 October 2012: Documents starting from scratch (no changes)

REV.01, 20 September 2017, Change of process flow, title of position

REV.02, 6 March 2020, name and title