

Prepared by : Head of HRD	LECTURER RECRUITMENT (PENERIMAAN DOSEN)	Date : 1 March 2020
Checked by : COO		Revision : 00
Approved by: QA / MR	Doc. No.:sop-hrd/lrcmnt/05/ikb/03/2020/00	Page : 01 of 03

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

Menjelaskan langkah-langkah yang harus diambil ketika melakukan perekrutan dosen

2. Ruang Lingkup:

Scope:

HRD

Personnel Manager

Head / Manager of Academic

Dean / Head of UGP/PGP

3. Tanggung Jawab:

Responsibilities:

Direct Spv. (Head / Manager) : Membuat permohonan penambahan karyawan

HRD : Menjalankan proses penyaringan Dosen baru

4. Referensi:

Reference:

Buku panduan Personalialia / Buku Pedoman Dosen.

5. Definisi:

Definition:

-



Approved by :

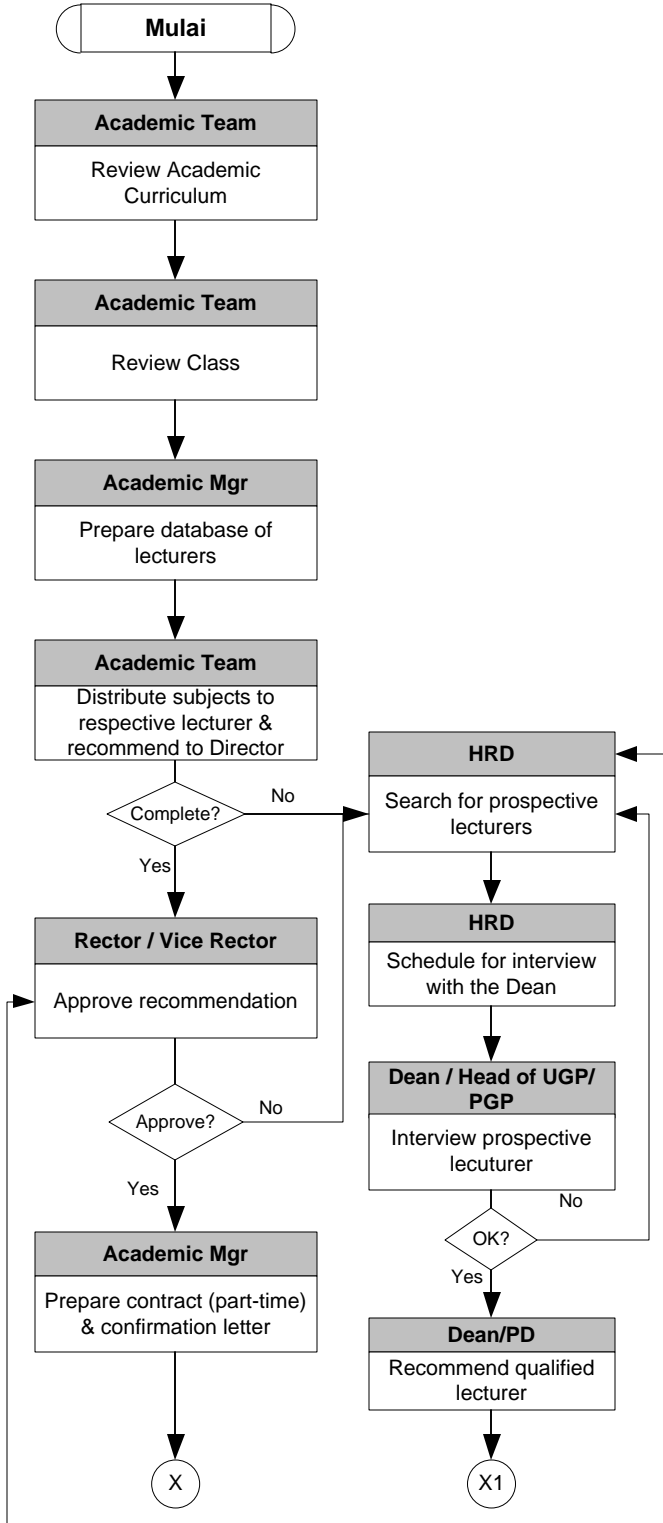
Head of HRD

QA /MR

Document Control

Prepared by : Head of HRD	LECTURER RECRUITMENT (PENERIMAAN DOSEN)	Date : 1 March 2020
Checked by : COO		Revision : 00
Approved by: QA / MR	Doc. No.:sop-hrd/lrcmnt/05/ikb/03/2020/00	Page : 02 of 03

STANDARD OPERATING PROCEDURE

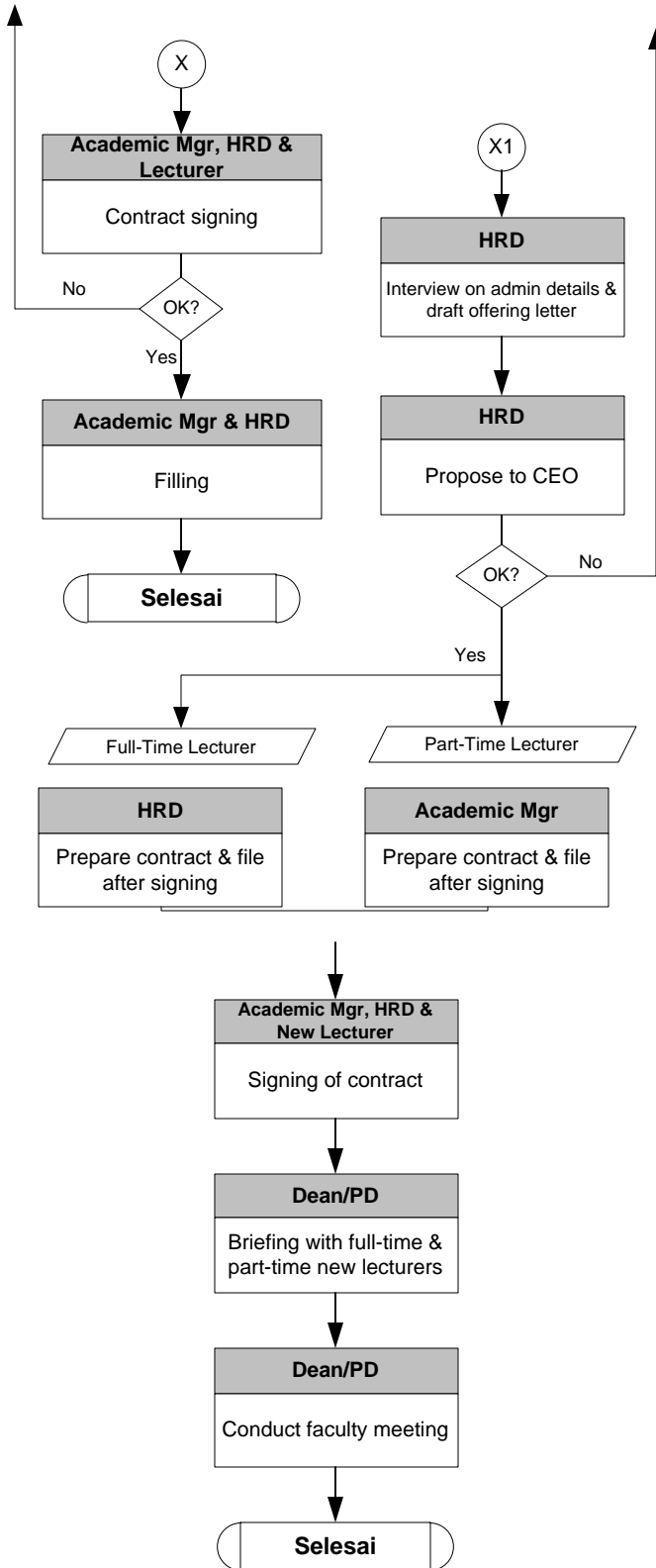


Dokumen	Referensi
Academic curriculum	SOP of curriculum & class schedule will serve as the point of reference in determining the needs of hiring new lecturer
- Master list of Lecturers - Class schedule (Draft)	Academic Team: 1. Director 2. Dean/Programme Director 3. Puket I & II HRD receive master list of lecturers and the total number of lecturers needed to be recruited. Total class & subjects will serve as a point of reference
Interview form	Minimum requirements of lecturers: 1. Degree holder with S1 qualifications 2. With relevant experience 3. Availability as part-time or full-time lecturer Minimum requirements of lecturers for Postgraduate Programme: 1. Preferably with S3 Degree but minimum of S2 qualifications relevant to subject to teach. 2. With relevant academic and professional experience. 3. Availability as part-time or full-time lecturer.



Prepared by : Head of HRD	LECTURER RECRUITMENT (PENERIMAAN DOSEN)	Date : 1 March 2020
Checked by : COO		Revision : 00
Approved by: QA / MR	Doc. No.:sop-hrd/lrcmnt/05/ikb/03/2020/00	Page : 03 of 03

STANDARD OPERATING PROCEDURE



Dokumen	Referensi
Lecturer contract Confirmation letter	Contract for Full-Time Lecturer shall be signed by HRD. For Part-Time Lecturer the contract shall be signed by the Academic Manager as noted by the Dean/PD.
Lecturer contract Confirmation Letter CV Master list of lecturer	Documents to be filed per semester: 1. Contract, Confirmation Letter and Master List of Lecturer by Academic Manager. 2. Confirmation Letter, CV & Master List by HRD.
Include signing in lecturers manual and code of conduct	Briefing will be conducted a week before each semester. Lecturer Manual will be distributed to each lecturer during the briefing.
Lecturers manual	Agenda of the Briefing : 1. LSPR Mission & Vision, Organizational Structure 2. Educational System (LSPR practices) - Grading system - Teaching methods - Classroom management - Guest lecturers 3. Rules & regulations - Professional ethics - Students rules & regulations 4. School facilities 5. Others

