SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY

NOMOR: 049/R/SK/RO-dm/XII/2022
NUMBER: 049/R/SK/RO-dm/XII/2022

TENTANG
CONCERNING

KEBIJAKAN SUMBER DAYA MANUSIA FAKULTAS
HUMAN RESOURCES FACULTY POLICY

REKTOR UNIVERSITAS SAMPOERNA,
THE RECTOR OF SAMPOERNA UNIVERSITY,

Menimbang *Considering*	: a.	Bahwa perlu adanya panduan yang jelas mengenai tata laksana dan prosedur Kebijakan Sumber Daya Manusia Fakultas sesuai dengan visi dan misi Universitas Sampoerna; *That it is necessary clear guidance on implementation and procedure of Human Resources Faculty Policy based on Sampoerna University's vision and mission;*
	b.	Bahwa Eksekutif Universitas Sampoerna pada Rapat Eksekutif tanggal 24 November 2022 telah menyetujui Kebijakan Sumber Daya Manusia Fakultas di Universitas Sampoerna; *That the University Executive of Sampoerna University at University Executive Meeting on 24 November 2022 has approved the Human Resources Faculty Policy at Sampoerna University;*
	c.	Bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a dan b perlu ditetapkan Surat Keputusan Rektor. *Whereas based on the considerations as referred to in letter a and b must be stipulated in a Rector's Decree.*
Mengingat *In view of*	: 1.	Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336); *Law Number 12 of 2012 on Higher Education (Statute Book of 2012 Number 158, Supplement Number. 5336);*

2. Undang-Undang Nomor 14 Tahun 2005 tentang Guru dan Dosen (Lembaran Negara Republik Indonesia Tahun 2005 Nomor 157, Tambahan Lembaran Negara Republik Indonesia Nomor 4586);

    Law Number 14 of 2005 concerning Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 Number 157, Supplement Number 4586);

3. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);

    Government Regulation Number 4 of 2014 on Organization and Governance of Higher Education (Statute Book of 2014 Number 16, Supplement Number 5500);

4. Peraturan Menteri Pendidikan dan Kebudayaan Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia tahun 2020 nomor 47);

    Regulation of the Minister of Education and Culture No. 3 of 2020 National Standard of Higher Education (State Gazette of the Republic of Indonesia of 2020 Number 47);

5. Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 66/E/O/2013 tanggal 15 Maret 2013 tentang Izin Pendirian Universitas Siswa Bangsa Internasional *juncto* Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 122/KPT/I/2016 tanggal 10 Maret 2016 tentang Perubahan Nama Universitas Siswa Bangsa Internasional di Kota Jakarta Selatan menjadi Universitas Sampoerna di Kota Jakarta Selatan;

    Decision of the Minister of National Education and Culture of the Republic of Indonesia Number 66/E/O/2013 dated March 15, 2013 on License for Establishing Universitas Siswa Bangsa Internasional juncto Decision of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated March 10, 2016 concerning the Change of Name of the International Student Nations University in South Jakarta City to Sampoerna University in South Jakarta City;

6. Peraturan Menteri Kementerian Riset, Teknologi, Dan Pendidikan Tinggi Republik Indonesia tentang Perubahan Atas Peraturan Menteri Riset, Teknologi, Dan Pendidikan Tinggi Nomor 26 Tahun 2015 Tentang Registrasi Pendidik Pada Perguruan Tinggi (Berita Negara Republik Indonesia tahun 2016 nomor 40);

   Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia concerning Amendments to the Regulation of the Minister of Research, Technology and Higher Education Number 26 of 2015 on Registration of Educators at Higher Education (State Gazette of the Republic of Indonesia of 2016 number 40);

7. Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 164/M/KPT/2019 tentang Penyebutan Jabatan Akademik Dosen dalam Bahasa Inggris;

   Decree of the Minister of Research, Technology and Higher Education of the Republic of Indonesia number 164/M/KPT/2019 concerning the term of Lecturer Academic Rank in English;

8. Surat Keputusan Rektor Universitas Sampoerna Nomor 100/R/SK/ACD-RO/II/2019 tanggal 17 Februari 2019 tentang Organisasi dan Tata Kelola Universitas Sampoerna;
   Sampoerna University Rector Decree Number 100/R/SK/ACD-RO/II/2019 dated February 17th, 2019 concerning Sampoerna University Organization and Governance;

9. Surat Keputusan Pengangkatan Rektor Universitas Sampoerna Nomor 5376/PSF-HRS/OT/VI/2022 tanggal 30 Juni 2022.

   Decree on the Appointment of the Rector of Sampoerna University Number 5376/PSF-HRS/OT/VI/2022 dated June 30, 2022.

M E M U T U S K A N:
D E C I D E D

Menetapkan *To enact*	:	SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA TENTANG KEBIJAKAN SUMBER DAYA MANUSIA DI FAKULTAS. *THE RECTOR'S DECREE OF SAMPOERNA UNIVERSITY CONCERNING HUMAN RESOURCES FACULTY POLICY*
Kesatu *Firstly*	:	Menyetujui Kebijakan Sumber Daya Manusia Di Fakultas di Universitas Sampoerna sebagaimana terlampir dalam Lampiran 1 Surat Keputusan ini. *Approved the Human Resources Faculty Policy at Sampoerna University as attached in Attachment 1 of this Decree.*
Kedua Secondly	:	Surat Keputusan ini berlaku sejak tanggal ditetapkan. Apabila di kemudian hari terdapat perubahan dan/atau hal-hal yang belum diatur, maka akan dilakukan perbaikan sebagaimana mestinya. *This Decree is valid from the stipulation date. If there are matters that are not provided in this Decree, it shall be added, amended, and stipulated accordingly.*

Ditetapkan di Jakarta / *Stipulated in Jakarta*
Pada tanggal 6 Desember 2022 / *On December 6th, 2022*

Rektor / *Rector*

Drs. Wahdi Salasi April Yudhi, M.Dev Admin., Ph.D.
NIDK 8813120016

Tembusan:
Copy:
1. Para Wakil Rektor, Universitas Sampoerna;
   Vice Rectors, Sampoerna University;
2. Para Dekan, Universitas Sampoerna;
   Deans, Sampoerna University;
3. Para Ketua Program Studi, Universitas Sampoerna;
   Heads of Study Programs, Sampoerna University;
4. Para Manajer, Universitas Sampoerna.
   Managers, Sampoerna University.
5. Para Kepala Unit, Universitas Sampoerna.
   Head of Units, Sampoerna University.

Lampiran 1
ATTACHMENT I
SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
DECREE OF THE RECTOR OF UNIVERSITAS SAMPOERNA
NOMOR: 049/R/SK/RO-dm/XII/2022
NUMBER: 049/R/SK/RO-dm/XII/2022

HUMAN RESOURCES FACULTY POLICY

Policy Number:	1.4.200	Date Approved:	November 24, 2022
Approving Authority:	President/Rector	Effective Date:	November 24, 2022
Responsible Executive:	VR of Administration, Resource, and Operation	Next Review:	November 23, 2025

Revision History

Revision Number:	Description of changes made*:		Date:
Initial version	-		November 24, 2022

A. Purpose

This policy aims to streamline and standardize the process of lecturer recruitment, lecturer appointment, lecturer status, academic rank, lecturer certification, and workload management. The process will adhere to and comply with the policies of Sampoerna University, any applicable national laws, and Human Resources at the Provider Agency policies.

B. Scope

The policy is applicable to the Faculties and Human Resources Business Partners (HRBP).

C. Definitions

These definitions apply to these terms as they are used in this policy.

Contractual Lecturer	a contractual lecturer responsible only for teaching specific courses
Credentials Assessment Committee	a committee that evaluates the eligibility of academic credentials for academic posts that meet the requirements of the University.
Full-time Lecturer	an academic staff member who is required to work a minimum of five (5) working days or equal to 40 hours per week and is responsible for carrying out the Tri Dharma Perguruan Tinggi, which

	consists of teaching, community service, and research. Full-time lecturers are also responsible for other assignments related to faculty and the university.
National Registration Number (NIDN)	a registration number issued by the Indonesia government for a full-time lecturer who serves in public or private higher education.
Special Registration Number (NIDK)	a registration number that the government of Indonesia issues to lectures who teach either part-time or full-time based on a work agreement. The NIDK is usually requested for lecturers in a particular case, such as a retired government employee or an expert from another institution.

E. Policy Statement

Part I   Lecturer Recruitment

The Lecturer recruitment process will follow and comply with the policies of Sampoerna University, all applicable national laws, and the Provider Agency's Human Resources policies. Recruiting of human resources (faculty member and staff) will also be in line with and supportive of academic planning and the corresponding SU Strategic Plans.

1.1   Man Power Planning

As part of integration of the Annual Plan, at the beginning of the academic year, each study program/department is required to identify and establish their human resource needs for the next academic year. The Human Resource Plan follows the respective Strategic Plan as approved by the University Council.

1.2   Academic Capacity Planning

Academic Capacity Planning is established based on "Standar Acuan Penilaian Beban Kerja Dosen Perguruan Tinggi Swasta di Lingkungan Kopertis Wilayah III Jakarta, Tahun Anggaran 2012" ("Reference Standard"). This Standard Reference incorporates the method for calculating the Satuan Kredit Semester ("Semester Credits") in relation to TriDharma activities which consist of Teaching, Research, and Community Service.

1.3   Recruitment Requirements

In order to accomplish its goals and objectives, SU aims to recruit the best human resources. Therefore, all academic positions must fulfill the following requirements:

1. Education Background: minimum of a master's degree from a recognized university, in all fields related to the subject(s) to be taught, preferably with linear study in the field. Preference will be given to those candidates holding Doctoral Degrees (PhD);

2. A minimum of 18 credit hours completed at the graduate level in the relevant discipline in order to be eligible to teach courses at the undergraduate level;
3. Complete Diplomas and/or Decree of Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*) for those who took education program overseas;
4. Diplomas and Transcripts provided in the original language of issue, along with an official translation in English language;
5. Fluent in English, both spoken and written, confirmed by a letter from an accredited English Testing institutions;
6. Content expertise sufficient to deliver a minimum of three courses on different subjects;
7. Evidence of eligibility to meet credential equivalence requirements required by U.S. partners and accrediting agencies, confirmed by letter from credential evaluation company such as SPANTRAN (such as those of SPANTRAN or other credentialing agencies); and
8. Indonesian citizens should be eligible for NIDN/NIDK, or already have NIDN (National Lecturer Registration Number).

1.4 *Credentials Assessment Committee*

All shortlisted applications for academic positions will be submitted HR Department to the University Credentials Assessment Committee which consists of the Vice-rector of Academic Affairs, Vice-Rector of International Relations, HRBP, and additional members if needed. The President and Rector established this committee to review the eligibility of prior academic background to fulfill University requirements.

1.5 *Documents for Academic Appointment*

Newly recruited Part-Time and Full-Time Lecturers must report and submit all required documents to the Human Resources Department (HR Department) no later than two weeks before the first working day of their appointment. The documents are as follows (where applicable):

1.5.1 *Indonesian Candidate*

1. Release Letter (*Surat Lolos Butuh*) and/or approved resignation letter from the previous institution;
2. NIDN / NIDK (*Nomor Induk Dosen Nasional*/National Lecture Registration Number);
3. In cases where the lecturer does not have a NIDN, the HR department will process the registration of NIDN in coordination with the relevant Faculty and the Academic Registry;
4. Copy of Academic Rank Decree (*SK Jenjang Jabatan Akademik*);
5. Original copies of diplomas and transcripts for verification and duplication;

6. English translations of all non-English language transcripts and diplomas, and
7. Other related documents needed as per HR policy.

1.5.2 Expatriate Candidate

1. Evidence of a minimum of three international publications preferred;
2. Evidence of university teaching experience, with a minimum rank of Assistant Professor from her/his previous institution preferred;
3. Original transcripts and diplomas for all higher education degrees, for verification and duplication, and;
4. Other related documents needed as per HR policy.

Part II   Lecturer Appointment

The appointment of successful candidates will follow and comply with Human Resources policies. All appointments must include an official academic rank and appointment status (permanent or contractual).

The appointment of Lecturers to University administrative (structural) positions, such as President, Rector, Vice-Rectors, Deans, or Vice-Deans, will follow the procedures established by the relevant governing bodies, including the University Council and the University Senate.

Part III   Lecturer Status

3.1   Full Time Lecturer

A Full-time Lecturer is an academic staff member who is required to work a minimum of five (5) working days or equal to 40 hours per week and is responsible for carrying out the Tri Dharma Perguruan Tinggi, which consists of teaching, community service, and research. Full-time lecturers are also responsible for other assignments related to faculty and the university. According to applicable laws and policies, this status can only be terminated by resignation, retirement, or otherwise. Full-Time Lecturers are entitled to receive all standard benefits of University employees.

All expatriate lecturers will be hired in compliance with Indonesian Labor Law No 13 of the Year 2013. The maximum age for employment eligibility is 60 years for Master's degree (S2) holders and 65 years for Doctoral degree (S3) holders.

3.2   Contractual Lecturer

A contractual lecturer is an academic staff member with a limited-term contract to teach a particular course and/or complete research and community service projects.

There are three types of contractual lecturers: Home-based lecturers, adjunct faculty, and part-time lecturer. The home-based lecturer is the contractual lecturer with a lecturer registration number at Sampoerna University and is required to complete the Tri Dharma

Perguruan Tinggi without other assignments. The adjunct faculty is the contractual lecturer who does not have a lecturer registration number at Sampoerna University but is required to complete the Tri Dharma Perguruan Tinggi. The part-time lecturer is a contractual lecturer responsible only for teaching specific courses.

Part IV   National Registration Number (NIDN - Nomor Induk Dosen Nasional)

All SU faculty hiring practices must comply with the authorizing Ministry in Indonesia and any relevant labor laws of the Republic. The University will propose the National Registration Number (NIDN) signup to the Director General of Higher Education (DIKTI) for all full-time Indonesian lecturers who have been employed with the University for at least three months. The University will register a new NIDN or propose changes to an employee's current NIDN under Permenristekdikti No. 2 of 2016. The following documents must be submitted by the Lecturer (with Indonesian citizenship) to the HR Department:

1. Appointed as a Full-time Lecturer with a maximum age of 58 years (Permenristekdikti No. 2 the Year 2016);
2. Not being a permanent employee at another institution;
3. The lecturer's student status should be registered with PD DIKTI for graduates after 2002;
4. Latest valid ID card (color/original, not photocopy);
5. Recent color photograph;
6. Certificates of Spiritual Health, Physical Health, and Drug-Free Status are all available. The certificates must be issued by a type C hospital or above and have validity status within six months.
7. Statement Letter from the Rector;
8. Contract of Employment;
9. Decree on Full-time Lecturer from Putera Sampoerna Foundation;
10. Complete diploma (starting S-1/D-4). For lecturer who graduates from foreign universities, a Decree on Degree Equivalency from the DIKTI is required;
11. If the lecturer has the Academic Rank, submit the most recent decree from DIKTI. Attach the latest decree on Academic Rank if the lecturer has it.

If the University assists lecturers in obtaining a NIDN, the University has the right to withhold the registration number for at least three years. When Lecturers with NIDN depart, they must move their home base within six months, after which the University can release their home base.

Part V   Special Registration Number (NIDK -*Nomor Induk Dosen Khusus*)[1]

Special Registration Number (NIDK – *Nomor Induk Dosen Khusus*) is given to lecturers appointed by the University through a Letter of Employment. The NIDK is usually requested for lecturer in special case such as retired, government employee, expert from other institution,

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[1] http://kopertis3.or.id/v5/wp-content/uploads/Persyaratan-Usulan-Dosen.pdf

or other. In general, lecturers who can obtain the NIDK are those who are in good physical condition, have appropriate academic qualifications, and do not have a criminal record involving narcotics or substance abuse. The following requirements (refer to Permenristekdikti No. 2 of 2016) must be submitted by the Lecturer to the HR Department:

1. The lecturer's age at least 65 years
2. Latest valid ID card (color/original, not photocopy);
3. Recent color photograph;
4. Certificates of Spiritual Health, Physical Health, and Drug-Free Status are all available. It must be issued by a hospital of at least type C and have a validity duration of at least six months;
5. Statement Letter from the Rector;
6. Contract of Employment (at least 2 years);
7. Decree of appointment as a Special Lecturer;
8. Complete diploma (starting S-1/D-4). For lecturer who graduates from overseas universities, a Decree on Degree Equivalency from the DIKTI is required;
9. If the lecturer is still an active employee, a permission letter from the Institution's head or those authorized by the leader is required.
10. Reference Letter of teaching and schedule for at least one semester in one year as many as four credits, as authorized by the Rector.
11. Expatriate lecturers:
    a. Working permit in Indonesia.
    b. Academic Rank at least associate professor.
    c. At least have three international publications in a reputable international journal.
12. The Extension of NIDK: Contract of Employment and Certificate of Physical and Spiritual Health, and Drug-free.

Lecturer who does not meet the requirements to have NIDN or NIDK, the University may propose the NUP (*Nomor Urut Pengajar*). The following documents must be submitted to the HR Department:

1. Latest valid ID card (color/original, not photocopy);
2. Recent color photograph;
3. Certificates of Spiritual Health, Physical Health, and Drug-Free Status are all available. It must be issued by a hospital of at least type C and have a validity duration of at least six months;
4. Statement Letter from the Rector;
5. Contract of Employment;
6. Letter of appointment as a Part Time Lecturer (appointed by Rector or Dean);
7. Complete diploma (starting S-1/D-4). For lecturer who graduates from overseas universities, a Decree on Degree Equivalency from the DIKTI is required;

Part VI   Academic Rank[2]

All eligible Lecturers will seek to gain academic rank as per DIKTI regulations. The University will assist each lecturer in preparing and submitting their academic rank proposal. Academic rank is classified as follows:

1. *Guru Besar* (GB) / Professor
2. *Lektor Kepala* (LK) / Associate Professor
3. *Lektor* (L) / Assistant Professor
4. *Asisten Ahli* (AA) / Assistant Professor
5. *Dosen atau belum memiliki jenjang akademik / Lecturer*

6.1   *Guru Besar* (GB) / Professor

The rank of Professor is recommended for academic staff who have a doctoral degree appropriate to their field or its equivalent, and (a) a record that, taken as a whole, may be judged to be excellent, (b) a record of significant contribution to graduate and/or undergraduate education, and (c) a record since promotion to *Lektor Kepala* that indicates substantial, significant, and continued growth, development, and accomplishment in teaching, research/creative work, and service to the institution and community. To become a Professor, he/she should have acquired a **minimum of 850 cumulative credit points**.

6.2   *Lektor Kepala* (LK) / Associate Professor

The rank of *Lektor Kepala* is recommended/awarded to academic staff who have at least a master's degree appropriate to their field or equivalent qualification, outstanding teaching experience, and appropriate accomplishment in scholarship or in research. To become a *Lektor Kepala*, he/she should have acquired a **minimum of 400 cumulative credit points.**

6.3   *Lektor* (L) / Assitant Professor

The rank of *Lektor* is recommended/awarded to academic staff who have at least a master's degree and perform scholarly and/or service activities with clear distinctions between *Asisten Ahli* and *Lektor Kepala* in terms of job qualifications, work assignments, and expectations. To become a *Lektor*, he/she should have acquired a **minimum of 200 cumulative credit points.**

6.4   *Asisten Ahli* (AA) / Assistant Professor

To be appointed with the rank of *Asisten Ahli* academic staff should have a Master's degree or its equivalent and should be otherwise well-qualified to teach. *Asisten Ahli* are required to perform scholarly and/or service activities, but are clearly different from *Asisten Ahli*, *Lektor* and *Lektor Kepala* in terms of job qualifications, work assignments or expectations. To become Asisten Ahli he/she should have acquired **minimum 150 of cumulative credit points**.

6.5 *Lecturer do not have Academic Rank*

All Full-time lecturers with at least 2 (two) years of work experience are required to have a minimum academic rank as Asisten Ahli.

The academic rank promotion, the awarding of honorary degrees, and other academic achievements will comply to the procedures set by DIKTI and the University Senate. The internal process for appointing Guru Besar or Lektor Kepala is proposed, beginning from Faculty Council and progressing to the University Senate. The Faculty Council prepares a detailed report on the chosen Guru Besar or Lektor Kepala and recommends its appointment. The faculty council will then make a recommendation to the Dean, who will then seek recommendations from the University Senate Standing Committee on Academic Affairs, the University Executive, and the University Senate. The University Senate recommendation is then registered to Lembaga Layanan Pendidikan Tinggi (LLDIKTI).

6.6 *Lecturer Certification (Applicable for Indonesian Citizens)*

All qualified Full Time Lecturers can be certified through the program of Lecturer Certification [*Sertifikasi Dosen (SerDos)]* conducted annually by DIKTI. The quota of lecturers who are eligible to join the certification program is determined by DIKTI based on the University's (*Pangkalan Data Pendidikan Tinggi- PDDIKTI) (*report and will be announced by LLDIKTI. The *SerDos* program including with the status of eligibility and the whole process is conducted through an online system at https://sister.kemdikbud.go.id/auth/login.

The requirements[3] for *SerDos* candidates will follow and comply with the DIKTI regulations. If there are any changes in regulations, the requirements will refer to the newest ones. These are the current general requirements:

1. Registered in the higher education database (PD-DIKTI);
2. Have an academic qualification of at least Master's degree/equivalent;
3. Have NIDN or have NIDK;
4. Having at least two years of service at the university's home-base, confirmed by the BKD *(Beban Kerja Dosen) report* with minimum 4 semester
5. Have a minimum academic rank of Asisten Ahli;
6. Have a rank or a decree on inpassing/equivalent from DIKTI (Guru Besar (GB)/Professor and Lektor Kepala (LK)/Associate Professor), and Kopertis (Lektor (L)/Assistant Professor and Asisten Ahli (AA)/Assistant Professor)
7. Lecturers appointed for further study equivalent to 12 credits per year can be included.
8. Join the Training of PEKERTI (*Peningkatan Keterampilan Teknik Instruksional*) conducted by DIKTI or other appointed institutions.

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[3] http://lldikti6.id/wp-content/uploads/2020/08/buku_i_naskah_akademik_serdos_tahun_2019.pdf

Passed the minimum passing grade and have the certificate of TPDA (*Tes Potensi Dasar Akademik*) TPDA and English Proficiency Test with from recognized institutions by DIKTI.

6.7   *Lecturer Further Study*

Lecturers are allowed to pursue further study linear to their areas of expertise to improve the competencies and qualification which will affect the quality of study program and the university. The initiative to take further study must be approved by the Head of Study Program and Dean. The lecturers who are allowed to propose are the full-time lecturers with minimum 2 years of working experience with SU and are responsible for all the expenses for the further study. The lecturers will carry out further study without leaving the Tri Dharma responsibilities.

Part 7   Workload Management

7.1   *General Policy*

1. Workload for Lecturers shall be the minimum total work hours required for Lecturers in performing institutional duties at Sampoerna University.
2. Institutional duties shall be the duties within the institution that will be carried out in a scheduled or unscheduled manner by the Lecturer that is categorized as follows:

    a. assigned by the President or Rector to be carried out at the organizational level, center, study program, laboratory or studio level,
    b. conducted based on personal or group's initiative, approved, registered and reported to the President or Rector for peer review,
    c. cooperation with any third party as approved, registered and reported to the Rector.

3. The Workload for Lecturer of Sampoerna University for Full-time Teaching Equivalence (FTE/EWMP) is stipulated at the minimum of 30 (thirty-hour) Satuan Kredit Semester (Credits) and maximum addition 36 (thirty-six) Credits per year. The required teaching load is 24 (twenty-four) Satuan Kredit Semester (Credits) per year, provided that 1 credit shall be deemed as 170 (one hundred seventy) minutes per week per semester, which is divided into (based Permendikbud No.3/2020 article 19);

    a. 1 SKS in the form of lecture, response and tutorial consisting of:
        i. Face –to-face activities 50 (fifty) minutes per week per semester;
        ii. Structured assignment 60 (sixty) minutes per week per semester;
        iii. Independent learning 60 (sixty) minutes per week per semester;

b. 1 SKS in the form of seminar or other similar activities:
   i. Face-to-face activities 100 (one hundred) minutes per week per semester;
   ii. Independent learning 70 (seventy) minutes per week per semester;

c. 1 SKS in the form of practicum, studio or workshop work, field practice, research, community service, and/or other learning form that is equal to 160 (one hundred sixty) minutes per week per semester.

4. The additional maximum 6 (six-hours) Credits per year is counted as teaching overload.

5. Lecturers should support interfaculty initiatives to deliver the university's General Education curriculum through assignments with the American College. Each Study Program will optimize teaching loads by consolidating Study Programs, courses, and learning objectives. Lecturers should take responsibility for working across faculties to ensure the efficient delivery of courses and to take on optimal workloads.

6. Each Lecturer will have the obligation to perform the University *TriDharma* with the distribution of maximum SKS/semester equivalence for each component as follows:

   a. Teaching   :   Maximum 15 credits
   b. Research   :   Maximum 3 credits
   c. Community Service   :   Maximum 3 credits
   d. Professional Development   :   Maximum 6 credits
   e. Structural and Non-Structural Position: Maximum 6 credits
   f. Permanent Committee Membership   :   Maximum 1 credits

   With the following breakdown:

7.2   *Teaching*

Activities	Credits/semester	Student	Remarks
1. Course Lecturing	If a lecturer teaches one course, it will be calculated as credits x 100%	1-40 students/class for social sciences	

Activities	Credits/semester	Student	Remarks
	If a lecturer teaches one course as team teaching, it will be calculated as: Total meetings of the said lecturer credits -- Total meetings for all course in 1 semester	1-30 students/class for sciences (Surat Edaran Kemenristek DIKTI No. 100/2016)	
	If the number of students exceed from max class size, it will be calculated: Social Sciences : $1 \text{ credit} + \left[\dfrac{(\text{total students in one class} - 40)}{40 \text{ students}} \times 1 \text{ credit} \right]$ Sciences: $1 \text{ credit} + \left[\dfrac{(\text{total students in one class} - 30)}{30 \text{ students}} \times 1 \text{ credit} \right]$		
	• For parallel classes for the same course will be calculated as actual credits of the said course. • Remedial class can be organized if there are more than 10 students and the Lecturer may calculate the credits as 100%. If it is less than 10 students, then the Lecturer cannot calculate the credits.		
2. Practicum Lecturing	If a lecturer teaches one course, it will be calculated as credits x 100%.	max student per class will depends to Lab capacity	
	If a lecturer teaches one course as team teaching, it will be calculated as: Total meetings of the said lecturer credits --- Total meetings for all course in 1 semester		

Activities	Credits/semester	Student	Remarks
	If the number of students exceed from max class size, it will be calculated: $1\ credit + \left[\dfrac{\#students\ in\ one\ class - max.\ lab\ capacity}{max.\ lab\ capacity} \times 1\ credi \right]$		
	• For parallel classes for the same course will be calculated as actual credits of the said course. • Remedial class can be organized if there are more than 10 students and the Lecturer may calculate the credits as 100%. If it is less than 10 students, then the Lecturer cannot calculate the credits.		
3. Thesis Adviser	$\dfrac{Number\ of\ students}{4} \times 1\ credit$	Max 6 students	If more than 4 students, it shall be deemed proportionally.
4. Thesis Examiner	$\dfrac{Number\ of\ students}{8} \times 1\ credit$	Max 8 students	If less than 8 students, it shall be deemed proportionally.
5. Guiding KKN / Job Training / Internship	$\dfrac{Number\ of\ students}{6} \times 1\ credit$	Max 6 students	If less than 6 students, it shall be deemed proportionally.
6. Developing modules for courses & practicum	- New module: 1 credit/product - Revision module: 0.5 credit/product (based on agreement with HoD)		Max 2 product per semester

7.3   Research

To be organized by CRCS and reported to, as well as approved by, the Rector.

Activities		Credits/semester		Remarks
A. Research with publication				
1. Book				
a. Reference Book	• Outline -25% • Book content -50% • Finished Draft - 15% • Publisher Approval - 5% • Book printed - 5%	1.25 credits/product 2.5 credits/product 0.75 credit/product 0.25 credit/product 0.25 credit/product	5 credits/books with max 4 semesters until publication	If in addition to the independent research, the lecturer is involved in group research, then the calculation shall be as follows: • Lead researcher 60% of credits • Member researchers 40 % of credits.
b. Monograph	• Outline -25% • Book content -50% • Finished Draft - 15% • Publisher Approval - 5% • Book printed - 5%	0.75 credit/product 1.5 credits/product 0.45 credit/product 0.15 credit/product 0.15 credit/product	3 credits/books with max 4 semesters until publication	
c. Book Chapter 1) International	• Acceptance Letter from Author/Editor -40% • Content - 40% • Finished Draft & Printed - 20%	1 credit/product 1 credit/product 0.5 credit/product	2.5 credits/chapter	
2) National	• Acceptance Letter from Author/Editor -40% • Content - 40% • Finished Draft & Printed - 20%	0.7 credit/product 0.7 credit/product 0.35 credit/product	1.75 credits/chapter	

Activities		Credits/semester		Remarks
2. Journal				
a. Reputable Indexed International Journal	Submission and accepted for review - 50% Revision - 40% Publication -10%	2.5 credits/product 2 credits/product 0.5 credit/product	5 credits/research with max 4 semester until publication	If in addition to the independent research, the lecturer is involved in group research, then the calculation shall be as follows: • Lead researcher 60% of credits • Member researchers 40 % of credits.
b. Indexed International Journal	Submission and accepted for review - 50% Revision - 40% Publication -10%	2 credits/product 1.6 credits/product 0.4 credit/product	4 credits/research with max 4 semesters until publication	
c. Un-Indexed International Journal	Submission and accepted for review - 50% Revision - 40% Publication -10%	1.5 credits/product 1.2 credits/product 0.3 credit/product	3 credits/research with max 4 semesters until publication	
d. Accredited National Journal	Submission and accepted for review - 50% Revision - 40% Publication -10%	1.5 credits/product 1.2 credits/product 0.3 credit/product	3 credits/research with max 4 semester until publication	
a. Un-accredited National Journal	Submission and accepted for review - 50% Revision - 40% Publication -10%	1 credit/product 0.8 credit/product 0.2 credit/product	2 credits/research with max 4 semester until publication	
3. Research with Dissemination				

a. Proceeding Paper + Presentation
   1) International
   2) National
		
		3 credits/product
		2 credits/product		

b. Proceeding Paper
   1) International
   2) National
		
		2 credits/product
		1.5 credits/product		

Activities		Credits/semester		Remarks

c. Presentation in conference/seminar/symposium/forum
 	
  1) International
  2) National
		
		1 credit/product
		0.5 credit/product		

d. Popular Magazine or Newspaper		0.25 credit/product		max 1 publication/semester
B. Research without publication				
		0.5 credit/ product		Research result is kept in SU library
C. Others				
1. Book Translation		2 credits/book		Reference Book with ISBN 1 title to be Translated/edited by more than 1 person: Lead Translator = 60% Member = 40%
2. Book Editing		1 credit/book		

3. Invention (patent/copyright/HAKI):
  a) Patented
 	
    1) Internationally patented recognized in 4 states
    2) Nationally patented
  b) Non-patented
    1) Internationally presented
		
		10 credits/product
		
		5 credits/product
		
		3 credits/product
				
				The result must be presented in a scheduled forum

7.4   Community Service

Activities	Credits/semester	Remarks
1. Provides training/ consultation/seminar to community as facilitator: a. Scheduled b. Incidental	 1 credit/activity 0.25 credit/activity	
2. Published in Community Services Journal	1 credit/product	
3. Journal reviewer a. International b. National Journal	 0.25 credit/product 0.125 credit/product	

7.5   Structural Positions

Item	Credits/semester	Remarks
1. Rector	6 credits	Based on applicable SU organizational structure and appointment by the Provider Agency
2. Vice Rector	5 credits	Based on applicable SU organizational structure and appointment by Rector's Decree
3. Dean	5 credits	
4. Head of Study Program/Centre/Unit/Institute	3 credits	
5. Head of Laboratory/ Studio	2 credits	

7.6   Supporting Activity

Item	Credits/semester	Remarks
1. Academic Adviser	1 credit for every 12 students	Maximum 2 credits/semester, if there are more than 25 students, it will be deemed as 2 credits.
2. Students' Club Activities Advisor	0.5 credit/activities	One activity equals to 50 work hours per semester
3. Internship Coordinator	1 credit	

7.7   Member of University/Faculty Body, Committee, and Assessor

Item	Credits/semester	Remarks
1. Chair of Senate University	4 credits	
2. Vice Chair of Senate University	1 credit	
3. Secretary of University Senate	1 credit	Based on applicable SU organizational structure and appointment by Rector's Decree
4. Member of University Senate	0.75 credit	
5. Chair of Faculty Council	0.5 credit	
6. Secretary of Faculty Council	0.25 credit	
7. Member of Faculty Council	0.25 credit	
8. Chair of Committee/Coordinator	0.5 credit/committee	
9. Member of Committee	0.25/committee	
10. Membership of BKD/JJA Assessor	0.5 credit	

7.8   Professional Development

Activities	Credits/semester	Remarks
1.Pursuing Doctoral Study	max 6 credits	Based on the Rector's Approval

2.Certification of Competence and Profession:
    a. International Certification
    b. National Certification
	
	1.5 credits
	0.5 credit
		Priority for PhD holders

Part VIII   Research Output Dissemination

Subject to funding availability, Full Time Lecturers whose research output is accepted for dissemination in journals, or at conferences, seminars, and other events of national or international importance, are eligible to apply for full-pay academic leave to support the following activities:

1. To Present a paper that has been accepted by a conference or journal for publication (up to 10 working days per academic year)
2. To accept an invitation to be a Plenary Speaker (up to 2 working days per academic year)

3. To accept appointment to an associations' board or advisory councils (up to 2 working days per academic year)

All published papers, conference presentations and other research output must be submitted to the University Research Repository via CRCS and to the University Library.

Lecturers are required to inform the Dean and CRCS of their research dissemination activities as part of their Individual Performance Plan. To support their research output activities, lecturers are required to seek external grants and funding. Subject to obtaining external funding, they may apply for approval from the Dean and the Rector to attend:

1. One (1) international conference/seminar/event per academic year
2. Two (2) national conferences/seminars/events per academic year

Part IX   General Travel Requirements

The University reserves the right to assign a Lecturer to perform business travel either domestic or overseas according to the following conditions.

1. A Full-Time Lecturer of the University and is actively engaged based on the work agreement / letter of appointment;
2. Has a proposal or other scientific paper accepted for presentation at an event in their capacity as an employee, and will attend the event on behalf of the University;
3. Events of national and global reputation and reinforces the mission, vision and objectives of SU;
4. Lecturers may attend events under the following circumstances:
   a. Accepted academic paper or presentation;
   b. Invited as a Speaker; or
   c. Invitation or election to the supervisory board of an academic or professional association.
5. Lecturers must obtain external funding for such activities.

The University supports the professional development of its faculty and provides a limited pool of funds each year to support these activities. Lecturers may be awarded internal funds to support them on a competitive basis. Where possible, lecturers are encouraged to obtain external grants and financial support for these activities.