

	DEPARTMENT OF CHEMISTRY FSM DIPONEGORO UNIVERSITY	DOCUMENT LEVEL: PROCEDURE MANUAL	CODE: MP.KIM-02
	TITLE: ASSIGNMENT OF COURSE LECTURERS		ISSUED DATE: February 19, 2010
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PROCEDURE MANUAL ASSIGNMENT OF COURSE LECTURERS

Aim

The MP Assignment of Subject Lecturers is intended to serve as a guide for determining and assigning subject lecturers in each semester at the Chemistry Department, FSM, Diponegoro University.

Definition

The assignment of the Lecturer to Support the Course is a stage that is passed or followed by the Manager of the Department/Study Program and all teaching staff (lecturers) to determine the lecturer for the course held at the Department Of Chemistry, FSM Undip.

Faculty is a structural unit at a university that coordinates and/or carries out academic and/or professional education in one or or a set of branches of science, technology and/or arts.

Major is an element of academic executor at the faculty and as a forum that facilitates the implementation of study programs

Study program is a unified study plan as a guideline for the implementation of academic and/or professional education which is held on the basis of a curriculum and is intended so that students can master the knowledge, skills and attitudes in accordance with the curriculum objectives.

Based on the Decree of the Minister of Education and Culture No. 0369/O/1993 dated October 21, 1993, the Faculty of Mathematics and Natural Sciences (FMIPA) of Diponegoro University was established with four departments, namely the Department of Mathematics, the Department of Biology, the Department of Chemistry and the Department of Physics. Along with the times and the increasing expertise of the teaching staff in each department, nowadays several departments have developed by establishing several study programs. This study program is managed by several teaching staff from the department as management staff and is supported by all teaching staff from the department as supervisors. Based on the selection made in the meeting in the Department, the Chair and Secretary of the Study Program are appointed as Daily Executors. This study program is assisted by one or several staff as administrative staff.

The curriculum used in the implementation of undergraduate and diploma programs at the Faculty of Mathematics and Natural Sciences is designed by each department on

the basis of suggestions from the teaching staff in each Expertise Group (KBK). Expertise groups in DEPARTMENT OF CHEMISTRY FSM UNDIP are groups of teaching staff based on expertise. In addition to proposing elective courses, KBK also participates in determining compulsory courses in each Study Program. The Head of the Laboratory in addition to managing practicum activities in their respective laboratories, is also appointed as the Coordinator of the KBK.

Lecturer is a professional educator and scientist with the main task of transforming, developing and disseminating science, technology and art through education, research and community service.

In carrying out professional duties, lecturers are obliged to:

1. Carry out education, research and community service
2. Planning, implementing the learning process and assessing and evaluating learning outcomes.
3. Improving and developing academic qualifications and competencies on an ongoing basis in line with the development of science, technology and the arts.
4. Act objectively and non-discriminatory on the basis of considerations of gender, religion, ethnicity, race, certain physical conditions, or the socio-economic background of students in learning.
5. Upholding laws and regulations, laws and codes of ethics as well as religious and ethical values
6. Maintain and foster national unity and integrity.

The learning process within the scope of the S1 Faculty of Mathematics and Natural Sciences, Diponegoro University is:

1. The implementation of learning activities includes: designing lectures, presenting lectures, and evaluating/assessing learning outcomes
2. Evaluation: an activity that examines the results that have been carried out, especially in learning activities
3. An academic activity that occurs at the Faculty of Mathematics and Natural Sciences in connection with lectures

Reference

1. Regulation of the Chancellor of the University of Diponegoro Number: 364/PER/H7/2009 concerning Academic Regulations in the Field of Education for the Undergraduate Program and Diploma Program (III-IV) of Diponegoro University.
2. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers.

Procedure

1. The KBK Coordinator holds a meeting to determine the lecturer in charge of the course. The results of the meeting are used as a proposal by the lecturer in charge of the course at the Department/Study Program meeting
2. The Head of the Department (KJ) collects information and data from the teaching lecturers for the previous academic year to find out the needs of the lecturers in 1

- semester from the administrative staff (SA).
3. Together with the Secretary of the Department (SJ), KJ prepares a draft proposal for lecturers for compulsory and elective courses as material in the Department Meeting.
 4. The Head of the Department/Study Program presides over the Meeting of the Department/Study Program and appoints lecturers in charge of compulsory and elective courses.
 5. KJ is assisted by SA in compiling and submitting an application letter to the Vice Dean 1 (PD 1) to issue a Certificate of Performing Tasks (SKMT).

**FLOW DIAGRAM
ASSIGNMENT OF COURSE LECTURERS**

No	Activity	Related Official					Time	Document
		KBK	KJ	SJ	LECTURER	Admin.		
1	KBK submits a list of lecturers in charge of elective courses to KJ						14 days before RJ	
2	KJ asks for the Lecture Schedule for the Previous Academic Year and Lecturer Data from SA						10 days before RJ	Schedule of the previous school year Lecturer PBM Report (Questionnaire Results)
3	KJ prepares a draft of the proposed lecturers for the courses as material in the Department Meeting.						7-10 days before RJ	Schedule Draft
4	The Head of the Department leads the Department Meeting and appoints the lecturer in charge of the course						2 weeks before charging KRS	Draft
5	KJ is assisted by SA in compiling and submitting an application letter to the Assistant Dean 1 (PD 1) to issue a Certificate of Performing Tasks (SKMT).						1 week before charging KRS	RJ's Draft Decision

Attachment

I. Lecture Schedule for the Previous Academic Year

II. Parties Involved in Assigning Course Lecturers

1. Head and Secretary of the Department
 - a. Hold a meeting to determine the list of lecturers who teach courses
 - b. Give consideration to supervisors who come from outside the Department/Faculty/University
2. Head and Secretary of Study Program
 - a. Taking into account the field based on the scientific interest groups that exist in the lecturer and based on the expertise possessed which is reflected in the latest certificate held, as well as the lecturer's position, as well as his experience in a particular field, the Head of the Study Program determines the lecturer in charge of the subject.
 - b. For each semester where teaching and learning activities will be carried out, teaching assignments to lecturers are carried out by considering the teaching burden and other burdens in the activities of the Tri Dharma of Higher Education as well as aspects of justice.
 - c. The draft of the assignment of the supporting lecturer by the Head of the Study Program is submitted in the Department Meeting to make decisions about teaching courses for each lecturer.
 - d. Changes in the types of courses taught by a lecturer can be made by the Head of the Study Program if a lecturer carries out further studies, is unable to attend such as illness or is unable to take care of the courses that are the task of the lecturer. Plans to change courses that are taken care of by a lecturer must first confirm with the lecturer concerned and based on the consideration of the Head of the Department.
 - e. The assignment of the supporting lecturer is submitted to the Dean by the Head of the Study Program to make a Certificate of Performing Tasks (SKMT).
3. Study Program Teaching Staff, Department Teaching Staff and Teaching Staff from outside the Study Program Program.
 - a. Supporting lecturers are Study Program lecturers and Department lecturers or lecturers from other majors or extraordinary lecturers who are needed to help teach certain subjects that cannot be fulfilled by lecturers in the Study Program themselves.
 - b. Those who have the right to teach in the semester concerned are lecturers who are not on study assignments (advanced studies) or lecturers who are currently on study assignments (advanced studies) with the approval of the head of the department of lecturers who are not on study assignments (advanced studies) or lecturers who are on study assignments. (advanced studies) with the approval of the head of the department.
 - c. Carry out administrative verification of the proposed plotting of the lecturers by taking into account:
 - The competence of the lecturer and the suitability of the subject to be taught.
 - Observing the aspect of justice and the teaching burden of the lecturer concerned which has been outlined by the head of the department.

4. Administrative staff;
Prepare lecturer plotting reports to be sent to the Dean and Head of the Department as well as material for making teaching assignments by the Dean.

III. Examples of Documents Related to the Assignment of Lecturers of Subjects

1. Schedule of Lectures for the previous Academic Year
2. Instruments for evaluating the teaching and learning process
3. List of Study Program Lecturers
4. Draft Teacher Course