

Executive Summary of Academic and Support Manpower Plan in Faculty of Mathematics and Natural Sciences, Universitas Indonesia

Faculty of Mathematics and Natural Sciences is committed to a working environment, where professional education is seen as a continuous process which consider current and future skill requirements of staff and enables all academic and support staffs develop their skills and competences in supporting the goals and priorities of the Faculty. It recognises the value of staff development to achieve academic excellence, efficient and effective operation of the Faculty.

Manpower planning is a continuous process as the manpower needs of an organisation change from time to time and planning is necessary to meet changes from its current position due to academic and support staff turnover, recruitment policy, promotion, development and maintenance of employee programmes and assess the future needs of the faculty due to the new established study programs in the faculty. For effective manpower planning, the faculty takes the following steps: job analysis, skill inventory, personnel forecasting, employment plan, and training and development of academic and support staff to meet the resources gaps or to increase their capabilities.

The duties of the academic staff is regulated by a Decree from the Directorate General of Higher Education, Ministry of Education and Culture number 48/DJ/Kep/1983 as follows: (i) Education: 2-8 credit units; (ii) Research and Development: 2-6 credit units; (iii) Community Service: 1-6 credit units; (iv) Academic Society Development: 1-4 credit units; (v) Administration and Management: 0-3 credit units (except certain positions at the top-level management).

Specifically, according to government regulation in the Act of the Republic of Indonesia No. 14/2005, the academic staff can be categorized into: Professors, Associate Professors, Assistant Professors, and Lectures. A Part-Time Lecturer is defined as a staff who gives lectures on compulsory university courses (e.g., Religion, English, and Integrated Character Building). To ensure the quality and quantity of academic staff members in fulfilling the need of education, research and community services, the faculty has arranged short-term and long-term planning of academic staff establishment. The number of academic and supporting staff in 2018 is explained in these two tables below.

Number of Academic Staff and Its Functional Position

No	Department	Functional Position					Total
		Lecturer	Instructor/ Asisten Ahli	Assistant Professor	Associate Professor	Professor	
1	Biology	2	5	12	10	3	32
2	Physics	4	5	17	7	4	37
3	Geography	2	5	12	4	0	23
4	Chemistry	3	4	7	8	3	25
5	Mathematics	6	4	13	10	0	33
6	Geology & Geophysycs	8	5	4	0	0	17
Total		25	28	65	39	10	168

Number of Supporting Staff based on Its Grading Position

No	Status of Employee	Grade/Class											Total
		I/a	I/c	II/a	II/b	II/c	II/d	III/a	III/b	III/c	III/d	IV/a	
1	PNS & PUI	1	1	10	5	7	16	14	32	9	17	1	113
2	Contract-based	33											33
Total													146

Recruitmen Plan: There may be depletion of academic and support staff resources due to a mandatory retirement age, death and departure (leave for better opprtunities) in the faculty. The Act of the Republic of Indonesia No. 14/2005 concerning Teachers and Lectures (UU No. 14/2005) requires that the minimum academic qualification for lectures of undergraduate and graduate programs are holding a master's degree and a doctoral degree, respectively. And currently there are 5 (five) new study programs established in the faculty: Doctoral Degree in Physics and other 4 (four) undergraduate programs in Statistics, Actuarial, Geology and Geophysics. Thera are two approaches are adopted to implement this planning: talent scouting approach and open recruitment approach.

The recruitment process for a permanent academic and supporting staff is directly and centrally managed by Universitas Indonesia. Since 2010, based on the regulation stated in Act No. 12/2012 in the Ministry of Higher Education of Indonesia, Universitas Indonesia has shifted into a Legal Entity State University (PTN-BH) which autonomously manages the internal needs, including the recruitment of staffing. Since then, UI has two schemes of academic staff members: Private Public Servant (PNS) and University-based Employee (PUI). Due to limited number of PNS recruitment, most of the latter academic staff recruitments are through PUI scheme. For the coming 5 (five)

year, the number of academic staff requires for position in the faculty is summarized in the following table.

Recrutiment planning due to depletion of academic staff and new established study program in the Faculty

No	Department	Number of Students	Proposed Number of Academic Staff	Exsisting Number of Academic Staff	Required Number for Recruitment
1	Mathematics	781	39	37	2
2	Physics	884	44	36	8
3	Chemistry	730	37	26	11
4	Biology	689	34	29	5
5	Geography	688	34	21	13
6	Geology & Geophysics	317	16	12	4
		4.089	204	134	43

Promotion Process: A lecturer who is promoted to a higher level will undergo a peer review mechanism, in which all of their teaching, research, and community engagement credit points will be examined. The peer review mechanism is conducted at first from the department level to the faculty level, and then to the university level (for the level of Lecturer and Assistant Professor). And for the level of Associate and full Professors, the process is extended to the Ministry of Research, Technology and Higher Education of Indonesia. For the level of full Professor, peer review shall include peers from other reputable national universities.

The criteria for promotion are well established in the Regulation of the Minister of Administrative and Bureaucratic Reform of Indonesia No. 17/2013 and No. 46/2013 which includes credit points for teaching, research, and community engagements items. To assist career developments of academic staffs, the university manages a data-base system called SIPEG (information system of academic and support staff (<https://sipeg.ui.ac.id>) in which the credit points are recorded and monitored. From this website all academic staff will get update information delivered by university which update profile data, promotion process, monitoring, etc.

Demotion Process: The faculty through its Academic Board (including heads of peer groups) also regularly discusses teaching staff performance, and coordinates with peer groups. In case of undesirable with the commitment, the peer groups then try to resolve unsatisfactory teaching performances within the groups. There have been cases in which lecturers were asked to be accompanied by other lectures in managing courses to rectify the unsatisfactory teaching performance. The faculty provides in-house academic seminars as well for staff as an energizing-

consultation event. For staff research productivity, the faculty will conduct monitoring sessions twice a year. At a higher level, there are also government regulation concerning redeployment of non-performing government employees, including lecturers (e.g., Regulation of the Government of Republic Indonesia No. 53/2010).

Termination and Retirement Plans: Termination and retirement policies for lecturers complies to the Act of the Republic of Indonesia (UU) No. 14/2005 concerning Teachers and Lecturers, which includes the following grounds: reaching retirement age (70 for professors, 65 for others), requested-resignation, death and health reasons. UU No. 11/1969 specify the requirements for pension and health care coverage for retired government employees. The typical mechanism includes a year of retirement preparations managed by the university and the faculty. In a special case, based on the recommendation of the respective peer groups, the faculty might offer a part-time contract-based extension for retired lectures to still continue teaching. Each peer-group is also create a plan to distribute workload to help in assisting knowledge-transfer from the those staff members who are close to a retirement date to their junior colleagues. The termination of teaching contracts in the faculty is possible for part-time lecturers who are under contract agreement with the university indicate that a part-time lecturer was not performing his/her task, and the faculty will not recommend an extension or will recommend an early termination of his/her contract.