



4

#GreenWasathiyahCampus
#KerenBro

STRUCTURE OF ORGANISATION

UIN SALATIGA

Implementation of ISO 21001:2018 in Educational Organizations-
Management Systems for Educational Organizations
at Universitas Islam Negeri Salatiga



Campus 1

Tentara Pelajar 2 St, Salatiga City,
Central Java, Indonesia 50721.
Telp. (0298) 3432784



Campus 2

Nakula Sadewa V St, No. 9, Salatiga
City, Central Java, Indonesia 50722.
Telp. (0298) 3432784



Campus 3

Lingkar Salatiga St. Km. 2, Pulutan,
Sidorejo, Salatiga City, Central Java,
Indonesia 50716. Telp. (0298) 323706

2023



uinsalatiga.ac.id

✉ administrasi@uinsalatiga.ac.id



Instagram:
[uin_salatiga](https://www.instagram.com/uin_salatiga)



X Twitter:
[uin_salatiga](https://twitter.com/uin_salatiga)



Youtube:
[uin salatiga Channel](https://www.youtube.com/channel/ucin_salatiga)



Facebook:
[Uin Salatiga](https://www.facebook.com/Uin.Salatiga)

UNIVERSITAS ISLAM NEGERI SALATIGA
(UIN SALATIGA)

ORGANIZATIONAL STRUCTURE

BASED on ISO 21001:2018 IMPLEMENTATION



UNIVERSITAS ISLAM NEGERI SALATIGA

**KEPUTUSAN REKTOR UNIVERSITAS ISLAM NEGERI SALATIGA
NOMOR: B-AS /Un.29/HO.00.08/01/2023**

**TENTANG
STRUKTUR ORGANISASI, TUGAS POKOK DAN FUNGSI
LEMBAGA PENJAMINAN MUTU
UNIVERSITAS ISLAM NEGERI (UIN) SALATIGA**

**DENGAN RAHMAT TUHAN YANG MAHA ESA
REKTOR UNIVERSITAS ISLAM NEGERI SALATIGA**

- Menimbang : a. bahwa dalam rangka untuk mendukung kelancaran pelaksanaan kegiatan di Lembaga Penjaminan Mutu, perlu ditetapkan struktur organisasi beserta tugas pokok dan fungsinya. maka diperlukan adanya ketetapan yang mengatur Struktur Organisasi, Tugas Pokok dan Fungsi Lembaga Penjaminan Mutu UIN Salatiga;
- b. bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a di atas perlu menetapkan Keputusan Rektor Universitas Islam Negeri Salatiga tentang Struktur Organisasi, Tugas Pokok dan Fungsi Lembaga Penjaminan Mutu UIN Salatiga.
- Mengingat : 1. Undang-Undang RI Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional;
2. Undang-Undang RI Nomor 14 Tahun 2005 tentang Guru dan Dosen;
3. Undang-Undang RI Nomor 12 Tahun 2012 tentang Pendidikan Tinggi;
4. Peraturan Pemerintah RI Nomor 57 Tahun 2021 tentang Standar Nasional Pendidikan;
5. Peraturan Pemerintah RI Nomor 37 Tahun 2009 tentang Dosen;
6. Peraturan Pemerintah RI Nomor 46 Tahun 2019 tentang Pendidikan Tinggi Keagamaan;
7. Peraturan Menteri Pendidikan dan Kebudayaan RI Nomor 03 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi;
8. Peraturan Menteri Agama RI Nomor 72 Tahun 2022 tentang Organisasi dan Tata Kerja Kementerian Agama;
9. Peraturan Menteri Agama RI Nomor 79 Tahun 2022 tentang Organisasi dan Tata Kerja Universitas Islam Negeri Salatiga;
10. Peraturan Menteri Agama RI Nomor 86 Tahun 2022 tentang Statuta Universitas Islam Negeri Salatiga;
12. Keputusan Menteri Agama RI Nomor: 024068/B.II/2022 tentang Pengangkatan Rektor UIN Salatiga;

MEMUTUSKAN

Menetapkan : KEPUTUSAN REKTOR UNIVERSITAS ISLAM NEGERI SALATIGA TENTANG STRUKTUR ORGANISASI, TUGAS POKOK DAN FUNGSI LEMBAGA PENJAMINAN MUTU UNIVERSITAS ISLAM NEGERI (UIN) SALATIGA

- Kesatu : Struktur Organisasi dan Tugas Pokok dan Fungsi Lembaga Penjaminan Mutu sebagaimana tercantum dalam lampiran yang merupakan bagian tidak terpisahkan dari Keputusan ini;
- Kedua : Keputusan ini berlaku sejak tanggal ditetapkan dengan ketentuan apabila di kemudian hari ternyata terdapat kekeliruan dalam keputusan ini akan diadakan perubahan dan perbaikan sebagaimana mestinya.

Ditetapkan di : Salatiga
Pada tanggal : 11 Januari 2023
REKTOR,



Zakiyuddin

FOREWORD

Assalamualaikum warahmatullahi wabarakatuh,

Alhamdulillah, we would like to praise Allah the Almighty, the Most Gracious, and the Most Merciful, for His blessing to us in completing this Organizational Structure of Universitas Islam Negeri (UIN) Salatiga based on the implementation of ISO 21001: 2018 on time. Completing this Organizational Structure of UIN Salatiga based on the implementation of ISO 21001: 2018 must be kept separate from the cooperation and cohesiveness of the team as planned. This organizational structure of UIN Salatiga, created based on the implementation of ISO 21001: 2018, is intended to provide guidelines that regulate the division of tasks, functions, authority, responsibilities, and work relationships for each work unit within the environment of UIN Salatiga. We hope that this Organizational Structure can contribute to the University, making it a State Islamic Religious University ready to compete nationally and internationally. This organizational structure is finally completed through cooperation and support from various parties. Therefore, on this occasion, we would like to express our thanks and appreciation to all parties who have participated and provided support in preparing the organizational structure of UIN Salatiga based on the implementation of ISO 21001: 2018. Furthermore, criticism and suggestions from various parties are always expected as material for improving the organizational structure of UIN Salatiga based on the implementation of ISO 21001: 2018 in the future. We hope that the organizational structure of UIN Salatiga created based on the implementation of ISO 21001: 2018 will be useful for all related parties and the development of educational services within the environment of UIN Salatiga.

Wassalamualaikum warahmatullahi wabarakatuh.

Salatiga, October 28, 2023

Rector

Zakiyuddin

EDITORIAL TEAM

Advisor : Prof. Dr. Zakiyuddin, M.Ag.
Supervisor : Prof. Dr. Muh. Saerozi, M.Ag.
Chairman : Prof. Dr. Budiyono Saputro, M.P.

Members:

1. Dr. Fetria Eka Yudiana, M.Si.
2. Dr. Waryunah Irmawati, M.Hum.
3. Dr. Erna Risfaula K.
4. Dr. Ali Geno Berutu, MA.Hk.
5. Tri Nuri Handayani, S.E.
6. Mohamad Wahyu Hidayat, M.Hum.

TABLE of CONTENTS

RECTOR'S DECREE	1
FOREWORD	2
EDITORIAL TEAM	3
TABLE OF CONTENTS	4
CHAPTER I <i>UNIVERSITAS ISLAM NEGERI</i> OF SALATIGA (UIN SALATIGA)	
ORGANIZATIONAL STRUCTURE	5
CHAPTER II ORGANIZATION AND THE ORGANIZATIONAL PROCEDURES	6
CHAPTER III DUTIES AND RESPONSIBILITIES	8
CHAPTER IV CLOSING	48
REFERENCES	49

CHAPTER I UNIVERSITAS ISLAM NEGERI of SALATIGA (UIN SALATIGA)

ORGANIZATIONAL STRUCTURE

BASED on ISO 21001:2018 IMPLEMENTATION

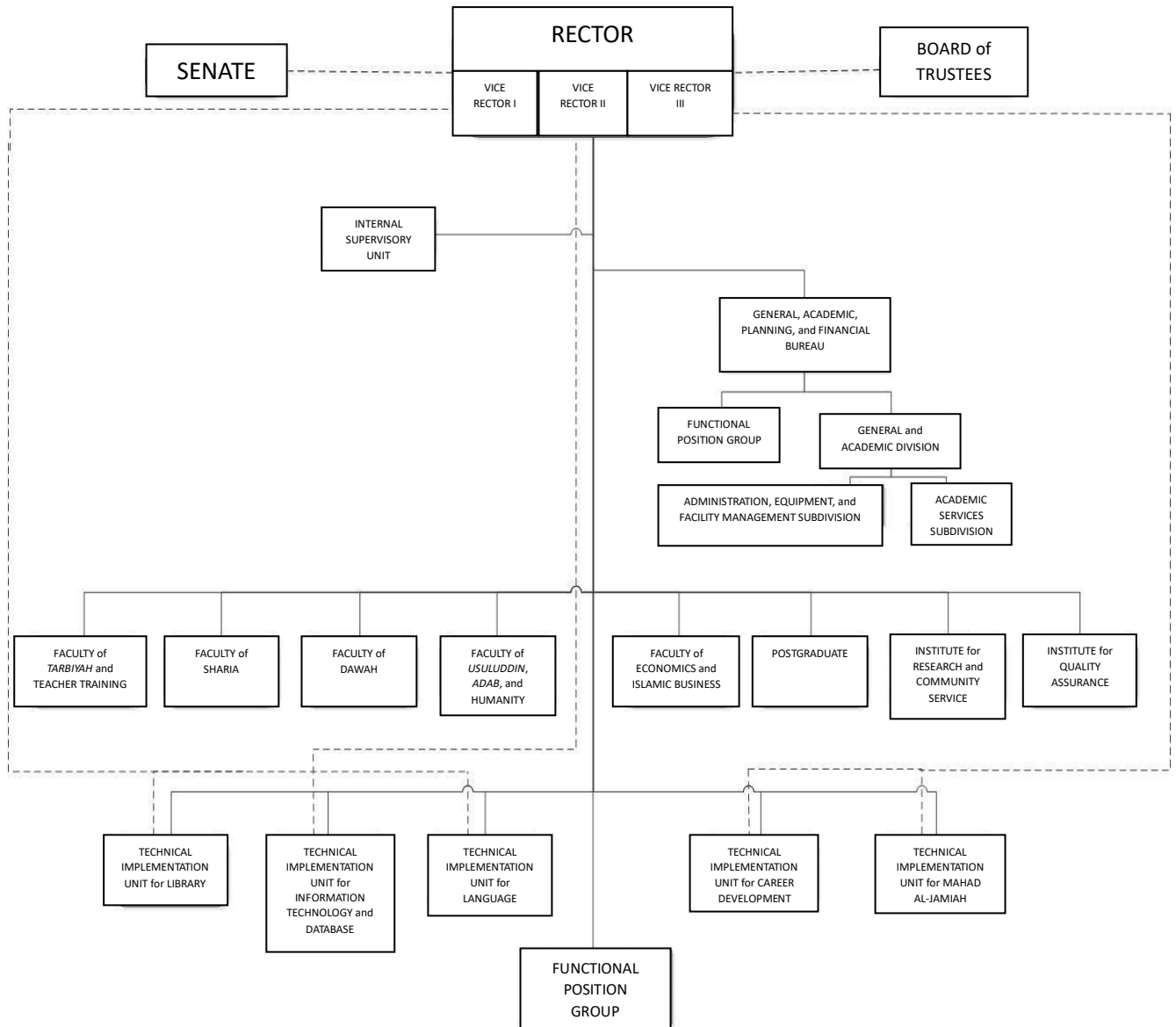


Figure 1. The Organizational Structure of UIN Salatiga

Sources:

1. The Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 79 of 2022 concerning the Organization and Procedures of UIN Salatiga
2. The Rectorate Decree Number B-4558/U.n.29/HO.00.07/11/2023 concerning Guidelines for Management and Governance of UIN Salatiga

CHAPTER II ORGANIZATION and the ORGANIZATIONAL PROCEDURES

A. Organization

1. The Advisory consists of:
 - a. Senate
 - b. Board of Trustees
2. The Management consists of:
 - a. Rector and Vice-Rectors;
 - b. Faculties;
 - c. Postgraduates;
 - d. General Academics, Planning, and Financial Bureau;
 - e. Institution;
 - f. Technical Implementation Unit.
3. Supervisory
 - a. The supervisory organ is the Internal Monitoring Unit under and responsible to the Rector;
 - b. The Internal Supervisory Unit carries out supervisory functions in non-academic fields;

B. Organizational Procedures

1. Organizational procedures are implemented with the principles of coordination, integration, and synchronization both within the university environment and in inter-university relations with other related institutions;
2. Organizational procedures are implemented using the government's internal control system under the legislation;

3. Organizational unit managers are responsible for implementing work programs in their respective work units;
4. Organizational managers lead, coordinate, direct, and guide their subordinates in carrying out duties under the established job descriptions;
5. Organizational managers should guide and supervise the implementation of the duties of the organizational units under them;
6. Subordinates comply with and carry out duties by managers and submit regular accountability reports under the legislation's provisions.

CHAPTER III DUTIES and RESPONSIBILITIES

A. Duties and Responsibilities of the Senate

1. The Senate is an organ that determines and considers the implementation of academic policies.
2. The Senate has the following duties:
 - a. considering the qualitative qualities of the Rector candidate;
 - b. considering the first appointment to the academic position of lecturer;
 - c. considering promotions to lecturer functional position;
 - d. considering lecturer transfer;
 - e. establishing academic norms and regulations and supervising their implementation;
 - f. considering or providing feedback to the Rector in preparing and/or modifying the university's Master Development Plan (MDP) and strategic plan;
 - g. providing the Rector with considerations regarding the opening, merging, or closing of departments and/or study programs;
 - h. supervising the policies and implementation of higher education *tri dharma* as stipulated in the university's MDP and strategic plan;
 - i. supervising policies and implementation of education quality assurance.
3. Provisions regarding the Senate are regulated in the Statute.

B. Duties and Responsibilities of the Board of Trustees

1. The Board of Trustees is a non-structural body that provides the Rector with advice and considerations in non-academic fields.

2. Provisions regarding the Board of Trustees are regulated in the Statute.

C. Duties and Responsibilities of the Rector

1. Procedures of the Rector

- a. The Rector should implement a performance accountability system for government agencies to perform their duties and functions.
- b. The Rector outlines and stipulates business processes that describe effective and efficient working relationships between organizational units.
- c. The Decree of Rector stipulates business processes between organizational units.
- d. The Rector outlines job analyses, position maps, workload analyses, and job descriptions for all university positions.
- e. The Rector submits reports to the minister who handles government affairs in the field of religion regarding the results of implementing the higher education *tridharma* periodically or at any time according to need.

2. Duties and responsibilities of the Rector

- a. Directing the implementation of education, research, and community service, as well as developing educators, education staff, students, and the relationship between the academic community and the environment based on policies stipulated by the Minister who administers government affairs in the field of religion.
- b. preparing MDP and strategic plan of the university;
- c. executing higher education autonomy in the areas of organizational management, academics, student affairs, human resources, facilities and infrastructure, and finance under the legislation;

- d. managing education, research, and community service;
 - e. appointing and dismissing officials under the Rector following the legislation;
 - f. appointing and dismissing employees under the legislation;
 - g. conducting University management functions;
 - h. fostering and developing good relations between the University and the environment and society in general;
 - i. proposing the opening, merger, and/or closure of Faculties, Departments and/or Study Programs as required with Senate approval to the Minister; and
 - j. submitting accountability for the University's performance and finances to the Minister;
 - k. submitting a performance accountability report at the end of each year to the Minister under the legislation;
 - l. submitting a written accountability report to the Minister at the end of the term of tenure.
3. The authority of the Rector

The Rector has the authority for and on behalf of the Minister:

- a. representing the University inside and outside of court;
- b. cooperating;
- c. conferring an honorary Doctorate degree under the legislation.

D. Duties and Responsibilities of the Vice-Rector for Academic and Institutional Affairs

The Vice-Rector for Academic and Institutional Affairs has the following duties:

1. Assisting the Rector in academic and institutional fields.
2. Assisting the Rector in preparing MDP and strategic plan of the university;
3. Formulating and developing the strategic plan in academic and institutional fields;

4. Formulating a roadmap for programs and activities in academic and institutional fields;
5. Assisting the Rector in formulating and compiling the operational plan or the activity and budget plan;
6. Determining performance indicators, service standards, standard operational procedures, and instruments for measuring performance outcomes in academic and institutional fields;
7. Monitoring, controlling, taking strategic steps, and evaluating the implementation of programs and activities of higher education *tri dharma*;
8. Monitoring, controlling, taking strategic steps, and evaluating the implementation of quality standards for academic administration;
9. Proposing the establishment and/or merger of faculties and/or study programs or academic institutions;
10. Representing the Rector to discuss policies and considerations with the University Senate for academic and institutional programs and activities;
11. Promoting activities for academic and institutional regulations;
12. Outlining feedback materials for strategic plan, work plan, annual performance plan, ministry/institution budget work plan, performance determination, and performance accountability report for government agencies;
13. Drafting a response concept to the audit report from the functional supervision apparatus and community supervision;
14. Identifying and cooperating with government or private agencies in academic and institutional fields;
15. Fostering, developing, and improving the welfare of educators;
16. Compiling and submitting periodic reports on academic and institutional activities;

17. Representing the Rector in academic and institutional fields and executing other official duties assigned by the Rector.

E. Duties and Responsibilities of the Vice-Rector for General Administration, Planning, and Finance

The Vice-Rector for General Administration, Planning, and Finance has the following duties:

1. Assisting the Rector in general administration, planning, and finance.
2. Assisting the Rector in preparing MDP and strategic plan of the university;
3. Coordinating formulation and arrangement of the roadmap of programs and activities in general administration, planning, and finance in elaborating the strategic plan;
4. Assisting the Rector in formulating and compiling the operational plan or the activity and budget plan under the applicable procedure and regulation;
5. Coordinating and distributing budget implementation checklists or operational instructions for activities, as well as promoting state financial policies to budget users;
6. Monitoring, controlling, taking over, and taking strategic steps in budget implementation;
7. Monitoring, controlling, assessing, evaluating, and analyzing sources of non-tax state income;
8. Evaluating, analyzing, formulating, adopting policies, taking strategic steps, and deciding on the types and sources of non-tax state income;
9. Coordinating the formulation and arrangement of internal regulations and/or guidelines in general administration, planning, and finance;

10. Coordinating the formulation and arrangement of indicators and instruments for measuring employee performance;
11. Coordinating activities to promote regulations, guidelines, standard operational procedures, job analysis, workload analysis, and job classes;
12. Coordinating employee needs planning based on workload analysis and recruiting employees;
13. Monitoring and implementing employee placement, employee compensation, and employee rewards and penalties;
14. Fostering, developing, and improving the welfare of educators;
15. Monitoring, controlling, taking strategic steps, and evaluating in general administration and management of state assets;
16. Monitoring, controlling, and taking technical policies and strategic steps for developing educational facilities and infrastructure;
17. Compiling feedback materials for strategic plan, work plan, annual performance plan, ministry/institution budget work plan, performance determination, and performance accountability report for government agencies;
18. Developing a concept for follow-up reports on audit results regarding functional supervision and community supervision the applicable procedure and regulation;
19. Drafting and submitting periodic reports on activities related to general administration, planning, and finance to the Rector;
20. Identifying and cooperating with government and/or private institutions in general administration, planning, and finance under the applicable procedure and regulation;
21. Representing the Rector on behalf of the institution in general administration, planning, and finance under the applicable procedure and regulation.

F. Duties and Responsibilities of the Vice-Rector for Student Affairs, Alumni, and Cooperation

The Vice-Rector for Student Affairs, Alumni, and Cooperation has the following duties:

1. Assisting the Rector in student affairs, alumni, and cooperation.
2. Assisting the Rector in preparing the MDP and strategic plan for UIN Salatiga under applicable procedure and regulation;
3. Formulating and developing the strategic plan in student affairs, alumni, and cooperation in elaborating MDP and the strategic plan of the university;
4. Formulating a roadmap for programs and activities in student affairs, alumni, and cooperation;
5. Assisting the Rector in formulating and compiling the operational plan, or the activity and budget plan, or the short-term (annual) plan in student affairs, alumni, and cooperation;
6. Establishing indicators and instruments for measuring the success of student activities;
7. Monitoring, controlling, taking policies and strategic steps, and evaluating student activities;
8. Monitoring, controlling, taking policies and strategic steps, and evaluating the quality standards of student activities;
9. Representing and/or accompanying the Rector in discussing policies and considerations with the University Senate for programs and activities in student affairs, alumni, and collaboration;
10. Coordinating the formulation and arrangement of regulation, guideline, code of ethics, and standard operating procedure for student activities;

11. Coordinating activities to promote regulation, guideline, code of ethics, and standard operating procedure for student activities;
12. Identifying and cooperating with government and/or private institutions in student affairs under applicable procedure and regulation;
13. Monitoring, controlling, taking policies and strategic steps, and evaluating student and alumni administration services under applicable procedure and regulation;
14. Coordinating the implementation of institutional cooperation;
15. Formulating, compiling, and taking policies and strategic steps in building good relations with alumni under applicable procedure and regulation;
16. Coordinating alumni gathering activities;
17. Preparing input materials for strategic plan, work plan, annual performance plan, ministry/institution budget work plan, performance determination, and performance accountability reports for government agencies;
18. Drafting and submitting periodic reports relating to student, alumni, and cooperation activities under applicable procedure and regulation;
19. Representing or accompanying the Rector on behalf of the institution in student affairs, alumni, and cooperation;
20. Executing other official duties assigned by the Rector.

G. Duties and Responsibilities of the General, Academic, Planning, and Financial Bureau

The General, Academic, Planning, and Financial Bureau has the following duties:

1. Managing plans and programs, general affairs, finance, organization, personnel, law, academic administration, student affairs, alumni empowerment, and cooperation.
2. Formulating materials for compiling the strategic plan and performance reports;

3. Formulating the annual work plan and the work and budget plan.
4. Planning, conceptualizing, coordinating, controlling, monitoring, evaluating, and reporting duties in general administration, management, and archives;
5. Planning, conceptualizing, coordinating, controlling, monitoring, evaluating, and reporting duties in public relations, information, and publications;
6. Planning, conceptualizing, coordinating, controlling, monitoring, evaluating, and reporting duties in housekeeping, equipment, and management of State Property;
7. Planning, conceptualizing, coordinating, controlling, monitoring, evaluating, and reporting duties in procurement of goods and services
8. Planning, conceptualizing, coordinating, controlling, monitoring, evaluating, and reporting duties in personnel administration, transfers and promotions;
9. Planning, conceptualizing, coordinating, controlling, monitoring, evaluating, and reporting duties in organization and work procedures, bureaucratic reform, and drafting regulations;
10. Planning, conceptualizing, coordinating, controlling, monitoring, evaluating, and reporting duties in planning, accounting, and performance reporting;
11. Planning, conceptualizing, coordinating, controlling, monitoring, evaluating, and reporting duties in treasury, financial verification, and financial reporting;
12. Guiding, directing, and evaluating subordinate performance;
13. Representing and/or accompanying managers at events or activities related to general administration, planning, and finance;
14. Outlining and submitting annual performance reports under applicable procedures and regulations;
15. Executing other official duties.

H. Duties and Responsibilities of the General and Academic Division

The General and Academic Division has the following duties:

1. Conducting administrative, housekeeping, archives, state property management, academic administration, student affairs, alumni, and cooperation.
2. Outlining the annual work plan in organization, personnel, and regulation arrangement;
3. Managing financial administration under applicable rules and regulations;
4. Conducting administration and archives;
5. Studying, evaluating, and analyzing the previous organization and procedures, as well as proposals from units within the institution;
6. Conducting housekeeping, equipment, and state property management;
7. Conducting the management of public relations, documentation, and publications;
8. Conducting the organizational management, work procedures, and staffing;
9. Conducting the arrangement of the legislation;
10. Conducting the position map arrangement;
11. Conducting the position analysis and workload analysis;
12. Making a report on the concept of official document management guidelines;
13. Creating work methods for Standard Operating Procedures (SOP) and Manual Instruction (MI).
14. Arranging employee formation to suit position analysis and workload analysis;
15. Providing instructions regarding the administration of employee leave, employee permits, medical certificates, and employee absences under the applicable legislation;
16. Conducting administrative matters for appointing employees;
17. Managing activities for periodic salary increases for employees, *satya lencana karya satya* approval, promotions, retirement proposals, and employee development under the applicable legislation;

18. Conducting personnel transfer matters under the applicable legislation;
19. Supervising and regulating the use of available resources to achieve the implementation of activities and performance as expected;
20. Managing office administration activities related to instructions and implementation in administration, housekeeping, and asset management and maintenance;
21. Monitoring and evaluating the implementation of subordinate duties within the General Affair Section under the applicable regulations to achieve predetermined targets;
22. Reporting the results of the implementation of activities under applicable procedures and regulations as responsibility for the activities;
23. Executing other official duties as instructed by managers, both verbally and in writing.

I. Duties and Responsibilities of the Administration, Equipment, and Facility Management Subdivision

The Administration, Equipment, and Facility Management Subdivision has the following duties:

1. Conducting administrative affairs, archives, equipment, as well as state property utilization and maintenance.
2. Planning the activities of the General and Staff Subdivision based on the Secretariat's operational plan as the guide for executing duties;
3. Distributing duties to subordinates under their respective duties and responsibilities for the implementation of the duties of the Administration Subdivision;
4. Guiding the implementation of the duties of subordinates in the General and Staff Subdivision under the duties and responsibilities assigned;

5. Examining the work results of subordinates within the environment of the Administration, Equipment, and Facility management Subdivision under applicable procedures and regulations;
6. Conducting archival affairs and correspondence agendas, both incoming and outgoing letters, and official facility management affairs;
7. Conducting administration and management of inventory/goods (procurement plans, storage, distribution, maintenance, and reporting);
8. Planning performance management needs, career management, and developing human resource potential and capacity;
9. Evaluating the implementation of activities in the Administration, Equipment, and Facility management Subdivision by identifying existing obstacles to improve performance in the future;
10. Reporting on the implementation of performance in the Administration, Equipment, and Facility management Subdivision under applicable procedures and regulations as accountability for performance and plans for future activities;
11. Executing other official duties assigned by managers.

J. Duties and Responsibilities of the Academic Services Subdivision

The Academic Services Subdivision has the following duties:

1. Conducting administrative services and management of academic and student information, alumni empowerment, and cooperation.
2. Planning the work program for the Academic Services Subdivision;
3. Coordinating academic services to students;
4. Outlining the academic calendar concept;
5. Coordinating the lecture schedules arrangement;

6. Coordinating student registration each semester;
7. Coordinating filling out the student Study Plan Card each semester;
8. Coordinating lecture evaluations (mid-semester and final semester exams);
9. Coordinating lecturer evaluations by students;
10. Coordinating promotional activities for the National Academic Achievement Selection for State Islamic Religious Universities and the Entrance Examination for State Islamic Religious Universities;
11. Coordinating registration activities for the National Academic Achievement Selection for State Islamic Religious Universities;
12. Coordinating validation and selection activities for National Academic Achievement of State Islamic Religious Universities;
13. Coordinating registration activities for the State Islamic Religious University Entrance Examination;
14. Coordinating the implementation of the State Islamic Religious University Entrance Examination;
15. Coordinating the registration for New Student Admissions of independent selection;
16. Coordinating the implementation of the Independent Examination;
17. Coordinating new student re-registration activities;
18. Coordinating activities for determining the Single Tuition Fee for new students;
19. Coordinating data collection and alumni empowerment activities;
20. Coordinating collaborative activities in academic development;
21. Coordinating user education activities for new students;
22. Coordinating new student public lecture activities;
23. Coordinating graduation activities;
24. Coordinating the administration of student graduation;

25. Managing and presenting academic data/information;
26. Reporting academic data to the Higher Education Database;
27. Providing academic services to students.

K. Duties and Responsibilities of the Functional Position Group

1. The Functional Position Group has a duty to provide functional services in conducting the duties and functions of organizational unit managers under their areas of expertise and skills.
2. The Functional Position Group can work individually and/or in teams to support the achievement of organizational goals and performance while conducting their duties.
3. The Rector regulates the assignments to the Functional Position Group based on their needs and workload.
4. The Rector stipulates the assignments of functional officials under their areas of expertise and skills.
5. Further provisions regarding the implementation of duties and assignments of the Functional Position Group are made under the legislation.
6. The Functional Position Group consists of various functional positions according to the field of expertise, whose appointments are regulated by the legislation.
7. The number of Functional Position Groups is determined based on needs, position analysis, and workload.
8. Duties, types, and levels of the Functional Position Group are under the legislation governing each functional position.

L. The Head of the Institute for Research and Community Service

The Head of the Institute for Research and Community Service has the following duties:

1. Coordinating, implementing, monitoring, and assessing research and community service activities.
2. Developing a work program for the Institute for Research and Community Service as a guide for carrying out duties;
3. Developing a Master Plan for Research and Community Service based on the Research Road Map, and developing an umbrella for Research and Community Service based on science, technology, and art, and determining the direction of Research and Community Service;
4. Organizing the Head of the Center at the Institute for Research and Community Service in carrying out their duties for a good cooperation establishment;
5. Stipulating the formulation of information on the results of Research and Community Service based on applicable regulations for the public to recognize;
6. Stipulating criteria and reviewing scientific papers based on their type as paper material for scientific journals at the Institute for Research and Community Service;
7. Determining the formulation of cooperation between Research and Community Service and related agencies outside the University as work guidelines;
8. Drafting the reports of the Institute for Research and Community Service following the results that have been achieved as accountability for executing duties;
9. Executing other duties by superiors.

M. The Secretary of the Institute for Research and Community Service

The Secretary of the Institute for Research and Community Service has the following duties:

1. Preparing and examining the concept of annual work plans and programs of the Institute for Research and Community Service based on data and information as well as University work programs as feedback of superiors;

2. Preparing and examining the concept of the outgoing letter to be stipulated by superiors;
3. Preparing and examining the concept of the Community Service reference framework under applicable regulations as feedback of superiors;
4. Preparing and examining the concept of cooperation between Research and Community Service and agencies outside the University to be stipulated;
5. Reviewing the provisions regarding Research and Community Service as material for stipulating technical problem-solving policies;
6. Assigning/directing the staff for the smooth implementation of the duties;
7. Evaluating the implementation of staff duties to identify and overcome the problems;
8. Conducting employee development within the Institute for Research and Community Service based on applicable regulations to improve employee careers and work performance;
9. Monitoring the implementation of general administration activities within the Institute for Research and Community Service to comply with applicable regulations;
10. Monitoring budget implementation within the Institute for Research and Community Service to comply with applicable regulations;
11. Preparing and examining semi-annual and annual reports from the Institute for Research and Community Service as feedback of superiors; and
12. Executing other duties by superiors.

N. The Head of the Research Center

The Head of the Research Center has the following duties:

1. Conducting all stages of lecturer research activities and other functional positions at UIN Salatiga.

2. Monitoring and evaluating output products and outcomes of research reports for lecturers and other functional positions at UIN Salatiga.
3. Making a report on research activities of lecturers and other functional positions at UIN Salatiga to the Head of the Institute for Research and Community Service.
4. Overseeing the annual audit by the Financial Audit Agency and the Inspector General of Jakarta on output products and research outcomes for lecturers and other functional positions at UIN Salatiga.
5. Monitoring new account registration at *Litapdimas* (application of Research and Community Service) for lecturers and other functional positions at UIN Salatiga.

O. The Head of the Service Center

The Head of the Service Center of the Institute for Research Community Service has the following duties:

1. Conducting and managing Community Service activities under the policies of the Head of the Institute for Research and Community Service.
2. Planning, evaluating programs and budgets, and making reports on community service programs;
3. Conducting community service;
4. Publicizing the results of community service; and
5. Conducting cooperation in community service with other national and international universities and/or institutions.

P. The Head of the Publication Center and Journal Directory

The Head of the Publication Center and Journal Directory of the Institute for Research and Community Service has the following duties:

1. Compiling annual work plan for UIN Salatiga publication and journal activities.
2. Making reports on UIN Salatiga journal activities to the Head of the Institute for Research and Community Service.
3. Responsible for the UIN Salatiga online journal system platform.
4. Monitoring all UIN Salatiga online journals.
5. Preparing indexation and accreditation of the UIN Salatiga journal.
6. Becoming a SINTA (Science and Technology Index) Verifier for UIN Salatiga in charge of verifying and synchronizing the SINTA accounts of UIN Salatiga lecturers.
7. Monitoring SINTA and Google Scholar lecturer registration and synchronizing them.
8. Developing a collaborative network of publications and journals.
9. Facilitating seminars, workshops, publication and journal training.
10. Evaluating publication and journal activities annually.
11. Updating and promoting the latest procedures and documents for journals and publications.

Q. The Head of the International Cooperation Center

The Head of the International Cooperation Center of the Institute for Research and Community Service has the following duties:

1. Supporting the implementation of international classes and the internationalization of study programs at UIN Salatiga by assisting in providing guest lecturers/visiting professors along with monitoring and evaluating their implementation;
2. Coordinating visits of university and faculty leaders abroad in developing cooperation;
3. Building cooperation and implementation activities with national partners;
4. Compiling a database of cooperation with international institutions and using this data for the purposes of developing cooperation;

5. Compiling a database of cooperation with both local government and private institutions and use this data for the purposes of developing cooperation;
6. Coordinating welcoming activities for national and international guests visiting UIN Salatiga;
7. Coordinating and facilitating services for international students in the form of introduction to Indonesian culture and language as well as immigration matters;
8. Coordinating benchmarking activities for providing education at UIN Salatiga with international universities for UIN Salatiga teaching staff and educators.

R. The Head of the Islamic *Wasathiyyah* (Religious Moderation) Center

The Head of the Islamic *Wasathiyyah* (religious moderation) Center of the Institute for Research and Community Development has the following duties:

1. The Center for Religious Moderation Studies carries out religious moderation studies;
2. Conducting scientific studies, education, and training activities in religious moderation;
3. Conducting scientific publications in religious moderation;
4. Contributing to research and community service activities in religious moderation;
5. Creating learning outcomes for graduates of the special characteristic of religious moderation at UIN Salatiga;
6. Making a semester learning plan for a special characteristic of religious moderation at UIN Salatiga.

S. The Head of the Gender and Child Study Center

The Head of the Gender and Child Study Center of the Institute for Research and Community Service has the following duties:

1. Developing curriculum and educational programs about gender and children
2. Conducting research and publications related to gender and children issues
3. Disseminating research results to policymakers, stakeholders, and the community
4. Organizing consultations, seminars, and discussions on gender and children issues
5. Building networks with institutions to strengthen community capacity in addressing gender and child issues.

T. The Head of the Consultation and Counseling Center *Tazkiyah*

The Head of the Consultation and Counseling Center *Tazkiyah* of the Institute for Research and Community Development has the following duties:

1. Conducting consultation and counseling services for the general public, students, and staff of UIN Salatiga;
2. Conducting training and education on counseling and consultation for the general public and students;
3. Conducting research and development of studies on counseling and consultation;
4. Establishing cooperation and partnerships with organizations and institutions with a vision and mission that aligns with counseling and consultation services.

U. The Head of the Halal Study Center

The Head of the Halal Study Center of the Institute for Research and Community Development has the following duties:

1. Managing the Halal Product Process Assistant Agency;

2. Assisting the Halal Product Process Assistant Agency in conducting halal certification for businesspeople.
3. Implementing the Halal Product Process Assistant training program periodically for the public.
4. Carrying out training for students who will join the Field Study and Community Service program in collaboration with the Central Halal Product Assurance Organizing Agency.
5. Promoting the existence of Halal Centers in the Salatiga area and its surroundings to the businesspeople, including the Halal Product Process Assistant area, including Semarang, Boyolali, Grobogan, and Purwodadi Regencies.
6. Establishing a Halal Examination Agency.
7. Cooperating with institutions with ISO-certified laboratories.
8. Establishing a Halal Auditor and Supervisor Training Agency.
9. Organizing Halal Auditor and Supervisor Training.
10. Organizing Halal Festival periodically.
11. Cooperating with the Salatiga City Government and other Regional Governments in developing MSMEs and small and medium industries.
12. Cooperating with national and international Halal agencies.

V. The Head of the Quality Assurance Agency

Implementing the Rector's policies with the coordination of the Vice-Rector for Academic Affairs and Institutional Development regarding monitoring, auditing, supervising, assessing, and developing the quality of the implementation of academic activities, as follows:

1. Developing academic management guidelines
2. Developing standardization of academic management

3. Developing academic quality audits
4. Coordinating and guiding the implementation of quality control audit tasks, Lecturer Evaluations by Students, and Lecturer Performance Reports.
5. Developing policies, program targets, and work plans for the Education Quality Assurance Center
6. Ensuring the implementation of the quality assurance system
7. Organizing the work of the Quality Assurance Agency
8. Evaluating the quality assurance process for continuous improvement
9. Controlling the quality assurance process within UIN Salatiga and the performance of quality assurance members
10. Conducting Management Review Meetings

W. The Secretary of the Quality Assurance Agency

Assisting the Head of the Quality Assurance Agency in implementing the Rector's policies with the coordination of the Vice-Rector for Academic Affairs and Institutional Development regarding monitoring, auditing, supervising, assessing, and developing the quality of the implementation of academic activities, as follows:

1. Developing policy formulation, program targets, and work plans of Quality Assurance Agency
2. Assisting in coordinating and guiding the implementation of quality control audit tasks, Lecturer Evaluations by Students, and Lecturer Performance Reports
3. Assisting in creating quality control audit reports, Lecturer Evaluations by Students, and Lecturer Performance Reports.
4. Making a report on the implementation work results of the Quality Assurance Agency

5. Compiling and implementing funding requests for all activities according to the work program with the predetermined budget based on the Budget Implementation List
6. Carrying out administration activities of Quality Assurance Agency
7. Executing other duties according to the instructions of the Head of the Quality Assurance Agency
8. Being responsible for the smooth implementation of administrative duties of the Quality Assurance Agency

X. The Head of the Audit and Quality Control Center of the Quality Assurance Agency

Implementing the Rector's policies under the coordination of the Head of the Quality Assurance Agency in audits and quality control, as follows:

1. Developing policy formulation, program targets, and audit work plans for quality control
2. Directing and guiding the implementation of quality control audit tasks, Lecturer Evaluations by Students, and Lecturer Performance Reports
3. Creating reports on the results of audit work and quality control as well as Management Review Meeting reports
4. Carrying out funding requests for all activities according to the work program with the predetermined budget based on the Budget Implementation List
5. Carrying out administrative activities of the quality control audit center
6. Carrying out other tasks according to the instructions of the Head of the Quality Assurance Agency
7. Being responsible for the smooth implementation of the administrative duties of the quality standards audit agency

Y. The Head of the Quality Standards Development Center of the Quality Assurance

Agency

The Head of the Quality Standards Development Center of the Quality Assurance Agency has the following duties:

1. Implementing the Rector's policies under the coordination of the Head of the Quality Assurance Agency in developing quality standards for the implementation of academic activities
2. Compiling the formulation of Internal Quality Assurance System documents (quality policy, quality standards, quality manual, and quality forms), Standard Operational Procedures, and work plans for quality and exceeding standards development of the Higher Education National Standards
3. Directing and guiding study programs in preparing applications for accreditation and compiling proposals for opening new study programs.
4. Making reports on the results of the implementation of quality standards development
5. Carrying out funding requests for all activities according to the work program with the predetermined budget based on the Budget Implementation List
6. Conducting administrative activities to develop quality standards
7. Executing other tasks according to the instructions of the head of the Quality Assurance Agency
8. Being responsible for the smooth implementation of the administrative duties of the quality standards development agency

Z. The Head of the Internal Monitoring Unit

The Head of the Internal Monitoring Unit has the following duties:

1. Planning the Quality Assurance System for UIN Salatiga;

2. Planning and preparing implementation, evaluation, action, and improvement/development of the quality assurance;
3. Coordinating the implementation of quality assurance;
4. Planning and preparing implementation, evaluation, and improvement/development of the quality of accreditation of institutions and study programs;
5. Planning, implementing, and monitoring internal and external cooperations to improve the quality of the University;
6. Reporting all planning, implementation, monitoring, and evaluation activities for quality assurance to the Rector.

AA. The Secretary of the Internal Monitoring Unit

The Secretary of the Internal Monitoring Unit has the following duties:

1. Assisting the Head of the Institution in planning, monitoring, evaluating, and reporting activities along with the budget;
2. Preparing and coordinating routine meetings, coordination meetings, and activity evaluation meetings;
3. Carrying out personnel, financial, correspondence, and facility management affairs;
4. Managing financial administration and treasury;
5. Making reports on the results of the Institution's activities;
6. Increasing the Institution's personal capacity and professionalism;
7. Providing employee consultation service;
8. Conducting activities requested by managers.

AB. The Head of the Technical Implementation Unit for Language

The Head of the Technical Implementation Unit for Language has the following duties:

1. proposing routine and incidental activities;
2. coordinating activities implementation;
3. monitoring activities;
4. conducting activities;
5. increasing unit capacity;
6. organizing education and training in foreign language managerial skills;

AC. The Head of the Technical Implementation Unit for Library

The Head of the Technical Implementation Unit for Library has the following duties:

1. Proposing activities, budget plans, standard operational procedures, and short-, medium-, and long-term work plans;
2. Formulating library guidelines/rules;
3. Formulating the job description of a librarian;
4. Accepting internship students;
5. Accepting new library members;
6. Making end-of-year reports;
7. Signing the Employee Work Target of the State Civil Employees of the library;
8. Signing correspondence related to the library.

AD. The Head of the Technical Implementation Unit for Information Technology and Database

The Head of the Technical Implementation Unit for Information Technology and Database has the following duties:

1. Arranging and developing the short-, medium-, and long-term strategic plans of Information Technology (IT);
2. Aligning the IT strategic plan with the institutional strategic plans to achieve goals and targets;
3. Coordinating the IT team in planning and implementing the IT strategy;
4. Encouraging the team to always improve their performance, skills, and competencies through internal and external training;
5. Reviewing and evaluating each implementation;
6. Ensuring the system or application integrity that has been built;
7. Designing, managing, monitoring, and evaluating the operations of information systems (software and applications) and their supports (hardware, infrastructure, telecommunications);
8. Creating and implementing IT policies and procedures, including the IT security policy;
9. Being responsible for providing infrastructure services, including information systems, computer networks (LAN or WAN), data provision, data backup and security, as well as IT and telecommunication security;
10. Providing recommendations regarding information system solutions and their support.

AE. The Head of the Technical Implementation Unit for *Ma'had al-Jami'ah*

The Head of the Technical Implementation Unit for *Ma'had al-Jami'ah* has the following duties:

1. Arranging unit plans, programs, and budgets;
2. Outlining standards, norms, and programs for providing education in Islamic sciences and Koranic *tahsin/tahfidz*;
3. Coordinating *Ma'had al-Jami'ah* policies;
4. Organizing education in Islamic sciences and Koranic *tahsin/tahfidz*;
5. Evaluating the development of education in Islamic sciences and Koranic *tahsin/tahfidz*;
6. Carrying out the institutional administration;
7. Making reports on *Ma'had al-Jami'ah* activities;

AF. The Head of the Technical Implementation Unit for Career Development

The head of the Technical Implementation Unit for Career Development has the following duties:

1. Making plans & work programs and annual activities in the Career Development Unit;
2. Determining activity work program in the Career Development Unit environment;
3. Managing and analyzing data, as well as providing services in Career Development and talent & interest improvement;
4. Gaining job opportunities on the national job market;
5. Providing career guidance, motivation, and business opportunities;
6. Organizing alumni empowerment and work sharing;
7. Providing information services related to careers and job opportunities;
8. Organizing all aspects of Career Development for the academic community;

9. Evaluating employee work performance within the Career Development Unit;
10. Representing and/or assisting the leaders at events or activities related to career development, interests, and talents;
11. Preparing and submitting the Annual Performance Report according to the applicable procedures and provisions;
12. Carrying out all official duties assigned through written orders.

AG. The Dean

The Dean has the following duties:

1. Leading and managing the implementation of all aspects of faculty under the legislation;
2. Preparing and implementing the Strategic Plan and Operational Plan to be achieved during the term of office;
3. Preparing the Work Program and Annual Budget for the Faculty;
4. Implementing the development of higher education according to the competency;
5. Coordinating and monitoring the process of education activities;
6. Coordinating and monitoring research for the development of science, technology, and/or arts;
7. Coordinating and monitoring community service activities;
8. Monitoring and evaluating cooperation in the fields of education, research, and community service with other national and international parties;
9. Maintaining the development of the academic community;
10. Preparing and submitting the Annual Report to the Rector.

AH. The Deputy Dean for Academic and Institutional Affairs

The Deputy Dean for Academic and Institutional Affairs has the following duties:

1. Assisting the Dean in organizing academic education, research, community service, and institutional affairs;
2. Planning, executing, developing, and evaluating education, research, and community service;
3. Supervising lecturers at the academic level;
4. Reviewing proposal for establishing new study programs in all educational strata;
5. Handling administration in education, research, and community service activities;
6. Carrying out functional coordination with the Vice-Rector for Academic and Institutional Affairs;
7. Preparing Annual Report for Academic and Institutional Affairs to the Dean.

AI. The Deputy Dean for General Administration, Planning, and Finance

The Deputy Dean for General Administration, Planning, and Finance has the following duties:

1. Assisting the Dean in implementing activities in the fields of general administration, personnel, planning, and finance;
2. Planning and managing faculty income and expenditure budget;
3. Organizing career development and welfare for Educators (Lecturers) and Education Personnel;
4. Managing all aspects of administration, facility management, discipline, security, and environmental management in the Faculty;
5. Handling data management of general administration;

6. Monitoring and evaluating the performance of Educators (Lecturers) and Education Personnel;
7. Coordinating the preparation of the List of Proposed Activities, Project List, and Activity List for each work unit in the Faculty;
8. Performing functional coordination with the Deputy Dean for General Administration, Planning, and Finance;
9. Preparing and submitting the Annual Report to the Dean.

AJ. The Deputy Dean for Student Affairs, Alumni, and Cooperation.

The Deputy Dean for Student Affairs, Alumni, and Cooperation has the following duties:

1. Assisting the Dean in implementing activities related to student affairs, alumni, and cooperation;
2. Planning, executing, developing, and evaluating student activities;
3. Supervising in the activities of student welfare development;
4. Managing activities for developing student interests, talents, and reasoning;
5. Monitoring and evaluating system for new student admission;
6. Coordinating with Faculty Alumni Association;
7. Carrying out functional coordination with the Vice-Rector for Student Affairs, Alumni, and Cooperation;
8. Preparing and submitting the Annual Report to the Dean.

AK. The Head of the Department

The Head of the Department has the following duties:

1. Supervising and managing all aspects of the department;
2. Preparing and planning academic activities of the department;

3. Making a database of lecturers, students, and alumni of the department;
4. Designing science activities, including Studium Generale, Workshops, Seminars, Discussions, and other science activities for department development;
5. Dividing thesis guidance tasks among lecturers;
6. Developing concepts for student practicum activities;
7. Designing lecturer assignments for each course;
8. Approving student thesis title;
9. Dividing tasks of accreditation forms;
10. Guiding the department secretary and his/her subordinates;
11. Reviewing class schedules;
12. Preparing lecturer performance evaluation;
13. Monitoring and evaluating lecturer performance;
14. Carrying out the task of faculty quality assurance;
15. Preparing academic activity reports.

AL. The Department Secretary

The Department Secretary has the following duties:

1. Assisting the Head of Department in academic administration and reporting;
2. Planning, executing, developing, and evaluating education, research, and community service at the department level;
3. Supervising lecturers at the academic level;
4. Monitoring and evaluating the learning process in the department every semester;
5. Managing data of academic administration and finance at the department level;
6. Managing the preparation and implementation of the study program curriculum and teaching & learning process;

7. Making reports on the implementation of department activities periodically and at any time as the accountability report for all implemented duties;
8. Documenting syllabus and lecture units of each lecturer in the department;
9. Preparing documents and handling accreditation;
10. Supervising HMJ administrators in implementing their activity programs;
11. Coordinating with the head of the department in publishing department journals;

AM. Head of Study Program

The Head of the Study Program has the following duties:

1. Assisting the head of the department to improve academic quality, research, and community service (*Tri Dharma* of Higher Education) at the study program level;
2. Coordinating with the head of the department and the department secretary in carrying out academic quality assurance;
3. Coordinating with the head of department and department secretary in preparing study program plans and work programs as work guidelines;
4. Determining lecturers for teaching courses in each semester;
5. Determine advisors and examiners for Field Work Practices and final assignments;
6. Evaluating the length of study for students;
7. Coordinate the making of Learning Program Outlines and Semester Learning Program and Activity Plans under the Indonesian National Qualifications Framework;
8. Providing documents and guidelines for implementing the Study Program curriculum;
9. Developing an evaluation instrument for the implementation of the Study Program curriculum referring to the quality standards of faculty graduates;

10. Planning, developing, and controlling the availability and adequacy of study resources and study program laboratories;
11. Planning and preparing the implementation of study program accreditation;
12. Coordinating schedule, proposal seminars, comprehensive exams, and thesis *munaqosyah* exams;
13. Supervising the academic community, teaching staff, and educational staff in the study program environment;
14. Providing career preparation and promotion activity programs for faculty graduates;
15. Submitting periodic progress reports to the Dean;

AO. Lecturer Functional Position Group

1. The Lecturer Functional Position Group consists of professional educators and scientists whose main tasks include transforming, developing, and disseminating science and technology through education, research, and community service.
2. Lecturers are responsible to the Dean through the Head of Department.
3. Duties and levels of Lecturer Functional Positions are regulated under the legislation.

AP. The Head of the Laboratory/Workshop/Studio

The Head of the Laboratory/Workshop/Studio has the following duties:

1. Planning educational, research, and community service activities in the laboratory/workshop/studio;
2. Preparing operational and development plans for laboratories/workshops/studios;
3. Providing services for the academic community to develop science and technology;

4. Preparing a schedule of academic activities carried out in the laboratory/workshop/studio;
5. Coordinating all academic activities in the laboratory and guiding laboratory members;
6. Collaborating with external parties in the context of resource sharing and laboratory empowerment;
7. Monitoring and evaluating the availability of infrastructure and activities in the laboratory/workshop/studio;
8. Submitting activity reports at least every semester to the Head of Department;
9. Coordinating with expert lecturer groups for research development.

AQ. The Head of Administration

The Head of Administration has the following duties:

1. Providing general administrative, academic, student affairs, alumni, planning, financial, and reporting services to the Faculty;
2. Preparing work program plans as well as department and faculty budgets;
3. Collecting and reviewing laws and regulations in the field of administration, academics, and student affairs;
4. Collecting, processing, and analyzing administrative, academic, and student affairs data;
5. Administering correspondence and archival affairs;
6. Coordinating the preparation of the draft of decree letters;
7. Administering facility management affairs;
8. Administering business meetings and official ceremonies;
9. Administering State Property (BMN) and equipment management;

10. Administering management and staff affairs;
11. Administering financial management;
12. Administering affairs in education, research, and community service;
13. Managing student affairs administration and alumni relations;
14. Monitoring and evaluating activities;
15. Managing planning administration and information service;
16. Managing the administration of proposals for faculty and study program accreditation;
17. Coordinating the administrative implementation of resolving personnel cases;
18. Coordinating and evaluating the implementation of subordinate tasks in accordance with their respective fields of affairs, to ensure smooth implementation of applicable regulations;
19. Preparing administration and faculty reports;
20. Completing other relevant tasks from superiors, both oral and written assignments.

AR. The Director

The director at the Postgraduate Office has the following duties:

1. Supervising the implementation of Education;
2. Preparing and implementing the Strategic Plan and Operational Plan to be achieved during the term of office;
3. Preparing the Work Program and Annual Budget for Postgraduate Programs;
4. Implementing the development of higher education;
5. Coordinating and monitoring the process of education activities;
6. Coordinating and monitoring research for the development of science, technology, and arts;

7. Coordinating and monitoring community service activities;
8. Monitoring and evaluating cooperation in the fields of education, research, and community service with other national and international parties;
9. Maintaining the development of the academic community
10. Preparing and submitting the Annual Report to the Rector.

AS. The Deputy Director

The Deputy Director at the Postgraduate Office has the following duties:

1. Assisting the Director in the fields of academic, institutional, general administration, planning, finance, student affairs, alumni, and cooperation;
2. Coordinating the implementation of all study program activities;
3. Planning lecture schedules, practicums, and learning outcomes evaluation;
4. Coordinating the implementation of lectures and practicums in the field of study in the Postgraduate Program at UIN Salatiga;
5. Coordinating the implementation of education, research, and community service programs in the Postgraduate Programs of the related study;
6. Coordinating the planning, provision, and proposal of lecture and practicum facilities and educational infrastructure needs;
7. Monitoring the course of the teaching and learning process in accordance with the curriculum;
8. Evaluating the current study program management system;
9. Preparing an accountability report for the implementation of duties to the Director;
10. Executing other relevant duties by superiors.

AT. The Head of Study Program

The Head of Study Program at the Postgraduate Office has the following duties:

1. Leading and managing the implementation of the Study Program under the legislation;
 2. Coordinating the implementation of all study program activities.
 3. Planning lecture schedules, practicums, and learning outcomes evaluation;
 4. Coordinating the implementation of lectures and practicums in the field of study in the Postgraduate Program;
 5. Coordinating the implementation of education, research, and community service programs in the Postgraduate Programs of the related study;
 6. Coordinate the planning, provision, and proposal of lecture and practicum facilities and educational infrastructure needs;
 7. Monitoring the course of the teaching and learning process in accordance with the curriculum;
 8. Evaluating the current study program management system;
 9. Prepare an accountability report for the implementation of duties to the Dean;
- Completing other tasks from superiors relevant to the task of the implementation of the study program.

AU. The Secretary of the Study Program

The Secretary of the Study Program at the Postgraduate Office has the following duties:

1. Assisting the Head of the Study Program in academic administration and reporting;
2. Assisting the Head of the Study Program in preparing a strategic plan for the development of the study program;
3. Developing monitoring instruments for the implementation of the teaching and learning process according to the applicable regulations;
4. Providing documents and guidelines for implementing the Study Program curriculum;

5. Developing an evaluation instrument for the implementation of the Study Program curriculum referring to the quality standards of faculty graduates;
6. Providing administrative services for lecturers, students, and external parties who will carry out research and other academic activities;
7. Planning and preparing the implementation of study program accreditation;
8. Developing scheduling concepts, seminar proposals, comprehensive exams, and thesis *munaqosyah* exams;
9. Preparing lecturer evaluation instruments;
10. Developing a concept of activity implementation report based on data and information as input for superiors;
11. Carrying out other tasks assigned by the superiors.

AV. The Administration Subdivision

The administration subdivision in the Postgraduate Office has the following duties:

1. Providing general administrative, academic, student affairs, alumni, planning, and financial and reporting services at the Postgraduate Office;
2. Leading the Administration work unit at the Postgraduate Office;
3. Preparing the annual work program;
4. Supervising subordinates in carrying out their tasks;
5. Preparing proposals for procurement, placement, promotion, and development of employees or lecturers;
6. Providing draft letters (official letters, assignment letters, decision letters, and other letters related to the field of general and financial duties);
7. Correcting letters relating to administration;
8. Preparing employee leave permission letters, according to their authority;

9. Creating and maintaining personnel files;
10. Creating a concept of employee job descriptions;
11. Preparing a Rank Order List of employees;
12. Preparing the Employee Performance Goals, Lecturer Performance Reports, and Letter to obtain family allowance;
13. Creating a budget implementation matrix;
14. Preparing travel documents for lecturers and staff;
15. Preparing meeting needs (Director's meeting, leadership coordination meeting, etc.);
16. Creating an annual budget planning concept;
17. Monitoring budget implementation;
18. Correcting Accountability Report;
19. Coordinating the attendance list of employees, lecturers, and other officials at the Postgraduate Office;
20. Reporting the results of quarterly, semester, and annual activities.

AW. Functional Position Group

1. The Lecturer Functional Position Group consists of professional educators and scientists whose main tasks include transforming, developing, and disseminating science and technology through education, research, and community service.
2. Lecturers are responsible to the Director through the Head of the Study Program.
3. Duties and levels of Lecturer Functional Positions are regulated under the legislation.

CHAPTER IV CLOSING

The organizational structure of UIN Salatiga is intended to ensure the implementation of best practices according to the principles of transparency, accountability, responsibility, fairness, and independence, referring to the implementation of ISO 21001: 2018. In its implementation, every member/unit at UIN Salatiga is aware of social responsibility towards stakeholders. We hope this organizational structure will improve service performance, accountability, and transparency, creating an atmosphere of campus life with an academic nuance in manifesting the vision and missions of UIN Salatiga.

REFERENCES

1. The Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 79 of 2022 concerning the Organization and Procedures of UIN Salatiga
2. The Rectorate Decree Number: B-4558/Un.29/HO.00.07/11/2023 concerning Guidelines for Management and Governance of UIN Salatiga

Structure of UIN Salatiga Organisation

4

2
0
2
3



#Green
Wasathiyah
Campus