

UNIVERSITAS NEGERI SURABAYA



Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) PROPOSING TRANSFERS TO AND FROM UNESA FOR TEACHING STAFF AND EDUCATION PERSONNEL

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	UNIVERSITAS NEGERI SURABAYA
	QUALITY PROCEDURE
	PROPOSING TRANSFERS TO AND FROM UNESA FOR TEACHING STAFF AND EDUCATION PERSONNEL

1.0. PURPOSE

This procedure is intended as a guideline for the process of proposing transfers / transfers to and from UNESA for teaching staff and education personnel.

2.0. SCOPE

This procedure describes the implementation of the process of proposing incoming and outgoing transfers starting from receiving a transfer request to notification of SK retrieval and assignment letter.

3.0. REFERENCES

- 3.1. ASN Law no. 5 of 20214 concerning ASN
- 3.2. PP No.11 of 20217 concerning ASN Management
- 3.3. Ministry of National Education Secretary General Circular Letter No. 32370/A4.6/KP/2007
- 3.4. Rector Regulation No.3 of 2020 concerning Unesa's Internal Quality Assurance System

4.0. DEFINITION

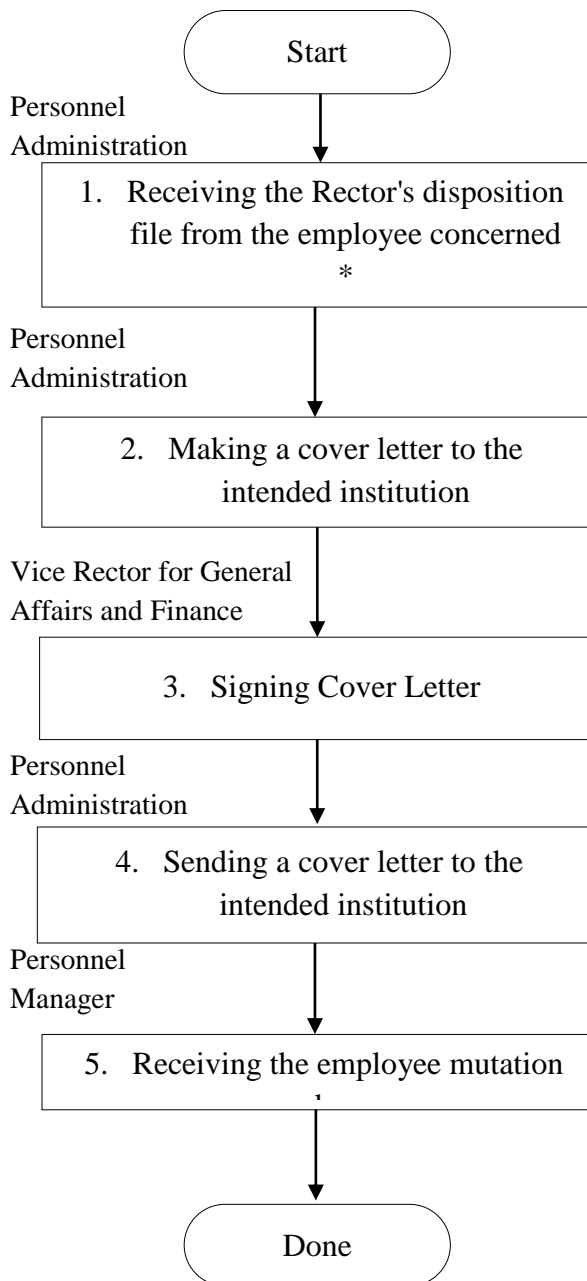
- 4.1. Transfer is moving work outside or entering an agency.
- 4.2. SKP is Employee Performance Targets, namely a list containing the results of the assessment of the work implementation of a State Civil Apparatus within a period of 1 year made by the appraisal official.
- 4.3. ASN is the State Civil Apparatus.

5.0. PROVISION

- 5.1. Decree of the Mutation Decree from the Kemenristekdikti Bureau

6.0. PROCEDURE DETAIL

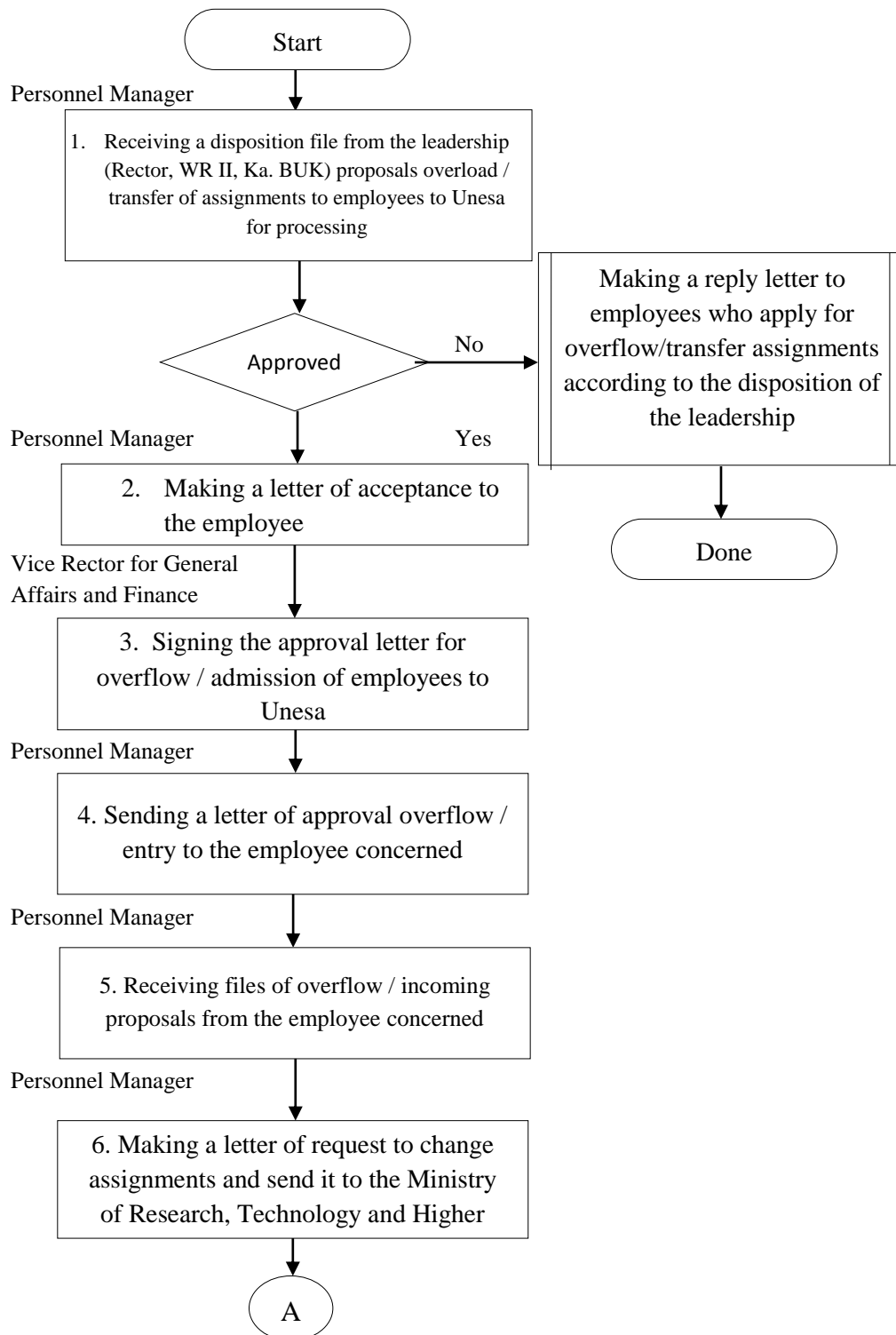
6.1. PROCESS OF MOVING (EXIT) EDUCATORS & TEACHING STAFF



* 1. Files include:

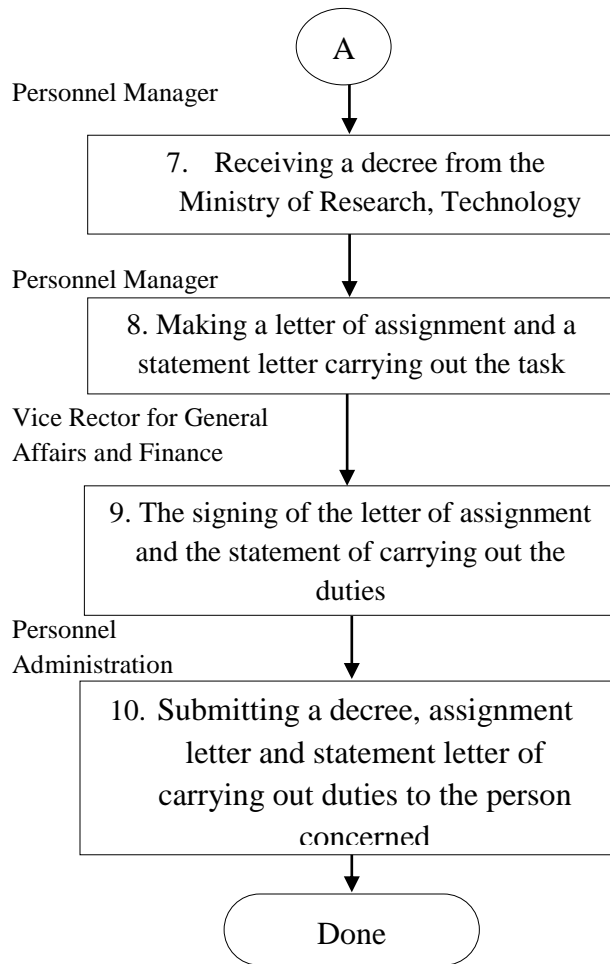
- The letter of request to move concerned
- Condition statement letter
- A letter of willingness to receive from the head of the intended institution
- Color photograph 4x6 cm in size
- Curriculum Vitae
- Photocopy / valid copy:
 - a. CPNS SK, PNS appointment and last rank
 - b. Functional Position Decree
 - c. Latest diplomas and transcripts
 - d. SKP for the last two years
 - e. NIP / Karpeg conversion
 - f. Karis / Karsu

6.2. PROPOSED PROCESS OF OVERVIEW (ENTERING) EDUCATORS & EDUCATION MANPOWER



* 1. The files sent include:

- The letter of request to move concerned
- Letter of approval / permission to release from the university (qualification is required)
- Conduite statement letter
- Letter of willingness to receive from Unesa leadership
- Color photograph 4x6 cm in size
- Curriculum Vitae
- Photocopy / valid copy:
 - a. CPNS SK, PNS appointment and last rank
 - b. Functional Position Decree
 - c. Latest diplomas and transcripts
 - d. SKP for the last two years
 - e. NIP / Karpeg conversion
 - f. Karis / Karsu



7.0. RECORDING LIST

- 7.1. Decree on Moving from the HR Bureau of the Ministry of Research, Technology and Higher Education
- 7.2. Letter of assignment
- 7.3. Statement of carrying out duties
- 7.4. Release Approval Letter
- 7.5. Transfer Approval Letter

8.0. NOTE OF CHANGES

- 8.1. REV.0, 25 October 2012: Documents starting from scratch (no changes)
- 8.2. REV.01, 20 September 2017: Changes in adding references, process flow, names and titles
- 8.3. REV.02, 6 March 2020, references, name and title, process flow, conditions, files