# Permanent Lecturer Need Assesment Library Science Department Universitas Sari Mutiara Indonesia

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**Abstract:** This research aims to look emotion intelligence contribution and self concept in problem focused coping on senior high school students on Panca Abdi Bangsa (PABA) Binj Library Science Department held an education service in Strata S1 and the only Library Science Department under the shelter below Private Universities. In conducting the education service Library Science Department is expected to produce graduates who qualified, professional, national and international insight by 2020 (in accordance with the vision of the university). This vision can be realized if the Library Science Department has an adequate lecturer who is adequate both quantity and quality. Quantity means the number of permanent lecturers who teach in Library Science Department. Quality means that lecturers who teach the course must have a library education background. The purpose of this study is to obtain descriptive findings on the planning needs of permanent lecturers in the Library Science Department. This research uses qualitative descriptive approach that is the type of research whose purpose is to describe the characteristics 1) Description, specification, performance standard and job design, 2) Workload and lecturer needs in five years at Library Science Department of Faculty of Economics & Social Sciences Universitas Sari Mutiara Indonesia Field. The results showed that 1). The burden of lecturers teaching in the Library Science Department for the odd semester of 76 credits with the average load per lecturer as much as 19 credits and the total semester load as much as 70 credits with the average load per lecturer 17 credits, 2). Requirement of permanent lecturer at Library Science Department Year 2018/2019 as many as 5 (five) lecturers with competence to teach 60 subjects.

**Index Terms:** Need Assesment, Permanent Lecturer, Library Science Department

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## 1 INTRODUCTION

Universitas Sari Mutiara abbreviated as USM-Indonesia is one of Private University located in Medan. Established in 1982 based on Decree of the Ministry of Justice and Human Rights Republic of Indonesia Number AHU 659.AH.01.04 year 2010. USM-Indonesia is domiciled in the Capital of North Sumatra Province with campus located at Jalan Kapten Muslim No. 79 Medan. Currently USM-Indonesia has thousands of students who study in 20 department consisting and Diploma Program (D3), Undergraduate Program (S1), Postgraduate Program (S2) and Profession. As one of the higher education institutions, USM-Indonesia has a very strategic function in improving human resources, both for local, national and regional needs. As a university that has a vision to become a competent and superior university in North Sumatra in the development of modern science and technology, art and culture and produce qualified, professional, national and international graduates by 2020. Currently USM-Indonesia has 5 faculties with 20 department. Library Science Department which opened with SK founding PS No. 10/E/O/2013 dated January 10, 2013 is one of department from Faculty of Economics & Social Sciences. Library Science Department held an education service in Strata S1 and the only Library Science Department that under the Library of Private Universities. In conducting the education service Library Science Department is expected to produce graduates who qualified, professional, national and international insight by 2020 (in accordance with the vision of the university).

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This vision can be realized if the Library Science has an adequate lecturer who is adequate both quantity and quality. Quantity means the number of permanent lecturers who teach in Library Science. Quality means that lecturers who teaches the course must have the educational background of Library Science. The decision to accept new lecturers is still central (recruitment decision, selection and placement of lecturers autonomously in the rectorate), including recruitment of contract lecturers conducted by the rectorate without the knowledge of the study program as the user. As a result, the acceptance of lecturers in the study program is not appropriate between the competitions of the lecturers with the courses that he has. This issue proves that in the Library Science Department is very important to plan the needs of lecturers appropriately in order to the operationalize the implementation of the process of educational service, teaching and dedication the community can run smoothly and can reduce routine expenditures for contract lecturers. The facts show that in the Library Science Department based on the results od observation indicates that there is only 1 (one) permanent lecturer and 10 lecturers of contract from University of Sumatera Utara (USU) Medan and State Islamic University (UIN) SU. Library Science Department in the short and long term is expected to have adequate human resources both in quality and quantity as well as in carrying out educational functions, teaching and community service in accordance with the demands of description, specifications and performance standards and able to adapt to changes in technology and global environment getting sharper. These tasks and functions can work well if they are guided by Law no. 14 of 2005, Chapter V, Article 45 of the first section on Lecturers states that lecturers shall have academic qualifications, competence, certification of educators, physically and mentally healthy, and meet other qualifications required by the higher education unit on duty, and have the ability to realize the task of education national. Based on the above explanation can be seen that lecturers as educators and educational personnel have a very big role in supporting the improvement of the quality of education in universities. Related to this matter, the central

government through the Ministry of Technology Research, and Higher Education has strived to realize the teachers (lecturers) who work professionally so as to provide effective and efficient education. In reality, however, the expected professionalism has not fully materialized due to the inconsistency between the competence of the lecturer and the occupied position. This mismatch is due to the lack of proportional skill or skill skill. Likewise, current lecturers do not refer to actual organizational needs, in the sense that they are not fully based on job analysis, workload, and actual lecturer needs planning. Therefore, in-depth study of lecturer needs planning based on accurate data is in the field required. This study aims to obtain descriptive findings on the planning needs of permanent lecturers in the Library Science Department. The results of this study have two benefits, namely practical benefits and theoretical benefits. Practically the results of this study are expected to contribute information in taking policies and decisions related to the procurement of permanent lecturers and using in the Library Science Department so that the productivity of lecturer work can be improved as reflected in improving the quality of education and teaching services to students. In addition, theoretically the results of this study are also expected to contribute in the development of library science, especially in the planning needs of human resources. Simamora (2007: 10) states that job analysis is the process of collecting and examining the main work activities in a position and the qualifications required to carry out these activities. While Noe (2000: 23) states that job analysis is done as a first step in the recruitment process that includes three things: 1) Job description, 2) Job specifications 3) Job performance standards. The above opinion is emphasized by Susilo (2002: 21) which states that job analysis whose purpose is to provide an in-depth understanding of the contents and requirements of a job or position position can be done in four stages: 1) Studying the organization, 2) Determining the work that will analyzed, 3) Making a job analysis questionnaire, 4) Gathering job analysis information. Based on the above opinion it can be seen that job analysis prioritizes the recruitment process that is:

1. Job Description

Simamora (2007: 12) states that job descriptions provide objective standards for filling each job and tool to fill the job through promotion and appointment and will benefit: 1) Avoid confusion and provide understanding / clarity about the job, 2) Reduce overlapping responsibilities in work (3) Facilitate recruitment procedures for training and other HR activities 4) Assist employees to plan careers, reduce practical discrimination in promotion and ease in performance evaluation so as to create justive in compensation.

2. Specification Work

Susilo (2002: 22) states that the job specification is a minimum requirement profile of competence that must be owned by employees in order to carry out the work in accordance with the demands of existing work. While Simamora (2007: 13) states that the information contained in the job specifications is 1) General requirements or qualifications such as experience and training, 2) Educational requirements (secondary, vocational or university, 3) Competence (knowledge, expertise and ability), 4) Power factor (physical and mental demands)

3. Work Performance Standards

Self Concept with use the indicator, it namely: (1) me as where me; (2) me as which is me think about me; (3) me as where others think about me; (4) me as which is me think about other people looking at me; (5) me as I think about I was supposed to. Simamora (2007: 14) states that the employee performance standard is a process to determine the level of job performance expected from the job holder and the measurement of success criteria. This opinion is reinforced by Fitz-enz and Davison (2011: 53) states that the requirements to be met by job performance standards are relevant to individual and organizational goals, stable and reliable, distinguishing between good, medium and bad jobs, expressed in numbers, easy to measured, understood by employees and supervisors, and does not provide multiple interpretation. Based on the above explanation it can be seen that between job descriptions, job specifications and job performance standards have a very close relationship but in fact all three have different study areas, because job description more related to organizational, structure, responsibility and relationship (organizational map showing purpose work and what to work). Work specifications emphasize on the physical equipment, knowledge, educational experience, mental and physiological abilities and intelligence needed to carry out the tasks and responsibilities imposed on the job. standard work performance emphasizes the Standard Operating Procedures (SOP) every field of employment. Employment planning is also an important and part of an overall human resource plan that focuses on the quantity and qualifications of employees required to achieve organization goals. Personnel planning estimates future employee demand both in quality and quality comparing the expected demand to the current available workforce and determines the shortcomings or excessive number of employees based on the agency's strategy and objectives. Personnel planning includes forecasting future employee needs of various category of work and compare between demand and supply in order to the number and type of employees who are appropriate to do the right task at the right time. Predicting employee demand means determining the number of employees in each job category needed to achieve organizational goals. Simamora (2007: 54) states that the personnel planning process is divided into 3 stages: 1) Forecasting human resources demand, 2) Analysis of available human resources supply, 3) Reconciling incompatibility between demand and supply by designing resource activities human. Requirements to be met by job performance standards are relevant to individual and organizational goals, stable and reliable, differentiating between good, medium and bad jobs, expressed in numbers, easy to measure, understood by supervisors and not providing multiple interpretations. The most accurate method of analysis in the short term is to use real work load information based on job analysis to work that needs to be completed. This workload analysis technique requires the use of standard staffing ratios or guidelines to determine personnel requirements. Fitz-enz and Davison (2011: 78) state that the burden analysis identifies the number and types of employees required to achieve organizational goals, with the steps of: 1) Identifying how much of the organization's output is to be achieve, 2) Translating the resulting output into the number of hours employees work on each category of work required to achieve the output. If output is expected to change then changes in work can be predicted by calculating how many hours of work the employee needs.

## 2 RESEARCH METHODS

This research uses qualitative descriptive approach that is research type whose purpose is to describe the characteristics: 1) Description, specification, performance standard and job design, 2) Work load and lecturer requirement in five years at Library Science Departement of Faculty of Economics & Social Sciences Universitas Sari Mutiara Indonesia Medan The results of this study can later be used to make decisions in the formation and procurement of lecturers. Descriptive research design is done by the steps: 1) Formulate the problem, 2) Description of theory, 3) Collect and analyze data, 4) Conclusion. Subjects in this study is the Library Science Department while the object of this research there are two material objects and formal objects. The material object is a lecturer in the Library Science Department. Formal object attached to the material object under study lecturer needs planning in Library Science Department of Faculty of Economics & Social Sciences USM-Indonesia T.A. 2018/2019. The type of data required in this study is primary data covering job analysis and workload analysis whose source is in the academic field of Faculty of Economics & Social Sciences USM-Indonesia. The population in this research is all lecturer in Library Science Department. In this study all populations were studied in order to obtain accurate information about job analysis, workload, T.A. 2018/2019. Data were collected by document recording and observation technique, then the data were analyzed descriptively

## 3 RESEACH RESULT

This visible in the calculation this table below: Researchers present the results of research on the needs of permanent lecturers in the Library Science Department as shown in this table below:

*TABLE PERMANENT LECTURER NEED TO TEACH ON THE LIBRARY SCIENCE DEPATMENT 2018/2019*

| Load Total Teaching Odd Semes-ter (SKS) | Total Burden Teach Even Semester (SKS) | Ideal Load Teaching Lecturer (SKS) | Total ideal Required Lecturer (persons) | Number Cur-rent Perma-nent Lectu-rers (person) | Number of Existing Contract Lecturer (persons) | Number of Permanent Lectures Required 2018/2019 (persons) | Information Adverb |
|---|---|---|---|---|---|---|---|
| 76 | 70 | 12 | 6 | 1 | 3 | 5 | Library Science Department received college studnt of 1 class |
| 19 | 17 | 8 | 4 | 1 | 2 | 3 | The average burden of teaching leturers |

The results in table above shows that the burden of the total teaching lecturer in the Library Science Department semester odd as much as 76 credits with an average load teaching as much as 19 credits per lecturers and at the semester even load a total of teaching lecturer in as many as 70 credits with an average load teaching as much as 17 credits per lecturer. These findings suggest that the average load lecturer teaching is above the burden of ideal 12 credits. That is the Library Science Department still need 5 permanent lecturers remains to support 60 subjects that can be reached the burden of ideal teaching 12 credits.

## 4 DISCUSSION

The results showed that the burden of the total teaching lecturer in the Library Science Department average load teaching as much as 19 credits per lecturer for half an odd and half even as much as 17 credits per lecturer. Findings of this results implies that the load lecturer teaching beyond the limit the performance of the ideal 12 credit maximum and it makes a lecturer difficulty to do the research and community service. Findings of this research in line with the findings of empirical Sudrajat (2014: 15) which states that the average lecturer teaching beyond the limits ideal 12 credits in the field of education and teaching. This result in line with the opinion Suryana (2015: 34) lecturer in college must be in accordance with the knowledge and at least a graduate of qualfication S2 or S3. The results showed that the Library Science Department at the school year 2018/2019 need permanent lecturer to carry out education and teaching a total of 5 stars (five) permanent lecturers stick with qualifying graduate S2 or S3 in the field of Library Science Department and with the fulfillment of permanent lecturers, the vision USM-Indonesia can be achieved in 2020. The results of this research in line with the opinion Rivai (2004: 47) which states that the organization will be able to carry out the operational well if supported by the needs of human resources adequate and quality. Limitations in this study is difficult to collect data recording documentation for data document is not available complete. In addition research still in the scope of the study program so not reveal needs lecturer at the level of the faculty of fact, procurement lecturer there at the level of rectorate and faculty not in the study program, so that the future research expected developed at the level of faculty or rectorate.

## 5 CONCLUSION

Based on the results and discussion can be drawn conclusion as follows:
1. Job Description
   Load lecturer teaching in the Library Science Department for half an odd as much as 76 credits to load the average per lecturer as much as 19 credits and load a total of the semester even as much as 70 credits to load the average per lecturer 17 credits.
2. Requirement of permanent lecturer in Library Science Department Academic Year 2018/2019 a total of 5 stars (five) lecturers competence to teach 60 subjects.

## 6 CONCLUSION

Based conclusions above can recommended suggestions as follows:

1. Library Science Department is expected to plan the needs of recruitment lecturer new coordinate with procurement faculty and staff at the faculty and rectorate to planning needs lecturer can still   met in the academic year 2018/2019 so that the quality of education and teaching in the Library Science Department   could walk optimally. r the university is expected to follow up on the results of this study by making plapon needs planning lecturer   remain submitted to the Ministry of Technology Research and Higher Education.

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