



Standard Operating Procedure (SOPs): Visiting Faculty

Definition

Visiting Faculty members are those faculty members who may keep a full-time appointment at another institution / industry / enterprises but shall manage specific period of time to involve and engage in teaching, research services at University of Chitral. Visiting faculty members are ranked with the designation as: Visiting lecturer, Assistant Professor, Associate Professor & Professor.

General Regulations

All the visiting faculty members are devoted to high standards of professionalism and ethical behavior the core values of integrity, excellence, responsibility, fairness, and respect for the dignity of everyone. They are expected to handle their teaching assignments with professional skills. They should be aware with the functioning and operations of department and faculty in which they serve and are expected to familiarize themselves with the overall organization of the

University. They should strive to be good citizens of the academic community, efficient and punctual in meeting deadlines, submitting results, and returning students' work with proper remarks.

Courses to be Offered During a Semester

All departments will prepare a list of courses three weeks before commencement of the semester. The HoD of each department will put the request for faculty member if the required faculty member is not available in the department. The HoD/Coordinator will assign the courses to existing faculty member keeping in view the experience/expertise of the faculty member as per approved workload.

Hiring of Visiting Faculty

If existing faculty members are not available to teach some course/s, the Chairperson/HoD concerned will forward demand for visiting faculty to Registrar Office. The Registrar Office may obtain approval from the Project Director/Vice Chancellor. The HoD concerned will give an advertisement on university website. The candidate/s will be required to forward their CVs to concerned Chairperson/HoD.

The Chairperson/HoD concerned will constitute a committee for the interview/demonstration of shortlisted candidate/s. The committee will submit their recommendation to Chairperson/HoD, who will forward the name/s of the recommended candidate/s to the Registrar Office. The Registrar Office will issue office order of the visiting faculty member/s for remuneration and record.



Eligibility/Selection Criteria

The eligibility criteria are as standard HEC criteria for appointment of Lecturer/Assistant Professor, Associate professor and Professor. However, Project Director/Vice Chancer can relax the criteria in special cases.

Documentation Required for Hiring Fresh Visiting Faculty

Each candidate applying for Visiting Position should submit the following documents:

- I. Cover Letter
- II. CV
- III. Attested copies of Educational and experience (if any) Certificates
- IV. Attested CNIC Copy
- V. Passport Size Photograph (01)

Composition of Departmental Selection Committee

The Composition of Departmental Selection Committee will be as under:

- I. Chairperson/HoD Convener
- II. Two faculty members (Subject experts) Members

All applicants are required to present original academic documents at the time of demonstration/interview. Any decision made by the **Departmental Selection Committee** shall be considered final and no complaints will be entertained.

The university reserves the right to increase or decrease the no of position or not to fill any post or reject any application. The selected candidate will be governed by the rules and regulation of University of Chitral.

Duration of visiting Hiring

The duration of visiting period will be for one semester. After the expiry of the duration the concerned visiting faculty member the Registrar Office may renew the visiting contract on the recommendation of concerned Chairperson/HoD.

Evaluation of Visiting Faculty

Evaluation and feedback of visiting faculty who taught in the previous semester(s) is an important indicator to hire them in the next semester. The QEC will provide a complete evaluation report of all visiting faculty member within one week after final term examination. On the basis of the evaluation report concerned Chairperson/HoD will forward a recommendation of visiting same faculty again or regret them to recommend for next semester.

Full Time Faculty Member Working as Visiting Faculty Member

Full Time faculty member may be entitled to working as Visiting faculty member if they obtain an NOC from Chairperson/HoD that, this part time teaching is above the prescribed official duty in the department per week, including teaching, research, supervision and counseling approved by the Academic Council University of Chitral; and this part time teaching shall not disturb their prescribed/required responsibilities in the department as a regular teacher/employee.



Maximum Workload of Regular Faculty Member Working as Visiting Faculty Member

1. Lecturer	03 Credit hour
2. Assistant professor	03 Credit hour
3. Associate professor	03 Credit hour
4. Professor	03 Credit hour

Maximum Workload of Visiting faculty member

5. Lecturer	12 Credit hour
6. Assistant professor	09 Credit hour
7. Associate professor	06 Credit hour
8. Professor	03 Credit hour

Remuneration rates of Visiting faculty member

1. Lecturer	Rs. 800/- Credit hour
2. Assistant professor	Rs. 900/- Credit hour
3. Associate professor	Rs. 1000/- Credit hour
4. Professor	Rs. 1200/- Credit hour

The above mentioned rates will be revised from time to time.

This is issued with the approval of the competent Authority on the recommendations of Constituted Committee for the mentioned subject.


Assistant Registrar (Acad)

CC:

1. Heads of All Teaching Departments.
2. Controller of Examination.
3. Assistant Director Finance.
4. Ps to Project Director
5. Web Master.
6. File.


Assistant Registrar (Acad)



University of Chitral
BECOME WHAT YOU WANT TO BE
Office of the Registrar

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Phone: 0943-415004, Fax: 0943-415002 P.C#17200
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UoCh/Estab/Ltr/1149/23

Dated: 30th August 2023

To: All Heads of Teaching Departments
University of Chitral
Directorate of Academics
University of Chitral
Directorate of Finance
University of Chitral
Director of Audit
University of Chitral

Subject: **Policy on Hiring of Visiting Faculty Members**

1. It is intimated that hiring of visiting faculty is a makeshift arrangement to tackle the emergent needs of a semester where the workload of the regular and contractual employees exceeds the prescribed criteria. Therefore, the Vice Chancellor University of Chitral being the competent authority directs that the need assessment for the engagement of visiting faculty may be carried out on semester basis and only once the need is established as inevitable, proper requisition should be forwarded to the Directorate of Academics, who in turn will scrutinize the need for additional faculty in accordance with the courses offered in the respective subject in the concerned department as well as in all other disciplines on the basis the timetable submitted to their Directorate by the HODs. The Directorate of Academics will forward the requisition along with their recommendations duly substantiated with cogent justifications to the Registrar Office for further processing.

2. On receipt of the formal requisition from Directorate of Academics, the Registrar Office will obtain formal approval of the competent authority and advertise the same on the university website and forms will be received in Registrar Office. On expiry of the advertisement, the list along with CVs of the applicants will be forwarded to concerned department, and the concerned HOD will call the eligible candidates for interview before Departmental Selection Committee as composed below and forward the recommendations to Registrar Office: -

- | | | | |
|----|---|---|--------------------|
| a. | HOD of concerned department | - | Convener |
| b. | Two teachers from the department as subject experts | - | Members |
| c. | Assistant Registrar (Establishment) | - | Member / Secretary |

3. On receipt of the recommendations of the Department Selection Committee, the Registrar Office will notify the engagement of the successful candidate for the concerned semester after the approval of the competent authority. Similarly, if the need for the next semester is established in the manner as described above, and the HOD is satisfied with the performance of the existing visiting faculty member, then the request for grant of extension will be forwarded to the Registrar Office through the Directorate of Academics duly supported with sufficient grounds for such extension. The Registrar Office will notify such extension after approval of the competent authority. Furthermore, the Directorate of Academics will prepare the monthly bills of the visiting faculty and forward the same to the Finance Department for payment along with a copy of appointment / extension notification.

4. Aforesaid in view the HoDs, Directorates of Academics, Finance and Audit require to ensure compliance to these policy parameters while hiring and processing of bills respectively, failing which will entail initiation of disciplinary proceedings at appropriate level.

5. This is issued on the directives of the competent authority.


Additional Registrar
University of Chitral

CC.

1. PS to Vice Chancellor University of Chitral.
2. File.


Additional Registrar
University of Chitral



NOTIFICATION

It is notified for the information and compliance by all concerned that on the recommendations of the Finance & Planning Committee in its 5th meeting, the Syndicate of the University of Chitral, as agenda item No.1.7 in its 11th meeting held on 15th June 2024, decided to enhance per class rates of visiting faculty from Rs.1000/- to Rs.1200/- subject to the provision of funds by the Federal and Provincial Government. Further, Syndicate approved to enhance the maximum ceiling to Rs.55000/- per month to Non-Ph.D visiting faculty and Rs.65,000/-per month to the Ph.D qualified visiting faculty with immediate effect to facilitate assigning of maximum workload of 12 credit hours per week to the visiting faculty, as an when required after management of the workload in accordance with the policy of the University.

This is issued with the approval of the competent authority.


Additional Registrar
University of Chitral

CC.

1. PS to Vice Chancellor University of Chitral.
2. Directorate of Finance & Audit University of Chitral.
4. Directorate of Academics University of Chitral.
5. All HODs University of Chitral
6. Relevant File
7. Master Copy.


Additional Registrar
University of Chitral