



## **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)