

REGISTRAR OFFICE

GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD



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Ref. No. GCUF/Reg/2021/621

Dated: 17-09-2021

AGENDA ITEM NO. 3

NOTIFICATION

Consequent upon the recommendations of the Academic Council made in its 24th meeting held on 16-08-2021, the Vice Chancellor approved the following Policy for hiring of visiting faculty in anticipatory approval of the Syndicate:-

1. POLICY FOR THE FACULTY OF THE UNIVERSITY TO BE ENGAGED AS VISITING FACULTY

The Visiting Faculty may be hired subject to the shortage of regular faculty (where needed) by the approval of Vice Chancellor, in pursuance of the section 13(4)(ix) Government College University, Faisalabad ordinance, 2002 as per HEC Policy guidelines in all the disciplines in compliance with the following teaching work load approved by the Statutory Bodies vide Notification No. GCUF/Add.Reg/ 2020/226, dated 25.02.2020:-

Sr.#	Designation	Regular Workload
1	Professor	6 credit hours*
2	Associate Professor	9 credit hours*
3	Assistant Professor	12 credit hours*
4	Lecturer	12 credit hours*

- b. Any faculty member who has been assigned any additional duty (ies), duly notified by Registrar office (e.g. Deans/Chairpersons/Directors/ Incharges, Deputy Directors, Managers and so forth), will be given exemption in lieu of assigned responsibility(ies) upto maximum of three (03) credit hours. Convener / members of Committee will not be given exemption of credit hours in teaching work load.

- c. One (01) credit hour for each research project is exempted to any faculty member engaged as Principal Investigator in Research Project(s) funded by any authentic organization as per University rules.
- d. Assistant Professor engaged to supervise the Ph.D theses will be given exemption of one (01) credit hour for each Ph.D student supervision up till maximum of 03 credit hours.
- e. Faculty member enrolled for PhD studies will get exemption of 03 credit hours during course work only.
- f. **The maximum exemption in total, in any capacity, for all the above mentioned four conditions shall not exceed three (3) credit hours.**
- g. The Faculty of the University engaged as Visiting Faculty may teach courses upto 10 credit hours in a semester.
- h. The Faculty on TTS will be allowed to teach as visiting faculty subject to the fulfillment of their prescribed criteria of evaluation (fulfillment of morning workload, publications, research projects, supervision of research students, etc.
- i. As per decision of Syndicate (58th meeting held on 19.05.2020) the policy regarding faculty members engaged as visiting faculty during leave period is as under:

"A faculty member, Research Officer, Teaching Assistant, or any other staff member of this University, while availing any kind of leave (including casual leave, duty leave, earned leave, extra ordinary leave, maternity / paternity leave, study leave, etc.) shall not be allowed to take visiting class(es) in this University during the leave day(s) / period of leave."

However, where the faculty for Medical Sciences is not available as per the HEC criteria, the same may be appointed according to the PMDC/PMC criteria. Further to it the visiting faculty for Law may be appointed as per HEC criteria/Supreme Court judgment.

2. POLICY FOR HIRING OF VISITING FACULTY FROM OUTSIDE THE UNIVERSITY

- a. Advertisement in the National press for appointment of Visiting Faculty for one academic year i.e. fall and spring semester, every year, should be floated.

b. The applications will be received in this regard in the respective departments / Dean Office as per instructions given in the advertisement. The department after scrutiny will arrange the interview of the individuals to be employed / engaged as Visiting Faculty. The Interview Committee should consist of following:

- i) Dean of the Faculty
- ii) Chairperson/ Incharge/ Head of the Department
- iii) Registrar or Nominee.

c. The incumbents, who are working in different Universities / Institutions must submit NOC from their respective University/ Institution for appointment as visiting faculty.

d. The list of recommended candidates will be submitted to the Vice Chancellor for approval.

e. The Visiting Faculty (non-regular/ non-contractual/ outsider) may assign the workload upto maximum 12 credit hours in a semester.

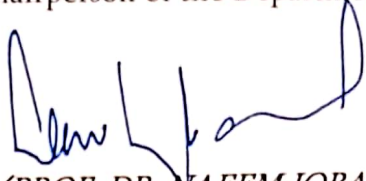
Submission of cases of Visiting Faculty:

- All the departments shall submit the cases one week before commencement of the semester alongwith all the testimonials and requisite Performa duly certified by the Chairperson of the department and endorsed by the Dean of the concerned Faculty for authentication. Visiting faculty member(s) cannot be assigned to teach a course, unless approved by the Vice Chancellor and notified by the Registrar Office. Any action taken by the authority, in violation of the standing directions/ instructions will be dealt with under the prescribed Law & authority concerned, shall be personally responsible for this.
- Merger of two classes (Morning / Replica or any other) mentioned separately in departmental/visiting workload is not allowed.
- Section / Split of Class is not allowed without prior permission of the Vice Chancellor. Cases of splitting of MPhil/Ph.D classes to provide students opportunity to choose the specialized courses of interest should be routed through the Board of Studies and the Board of Faculty.

- The Chairperson of the department concerned shall submit the certificate about the accuracy & authenticity of the proposal of visiting faculty particularly with respect to the fulfillment of morning workload of visiting faculty. In case of any deficiency or violation of the policy of visiting faculty hiring, the department head / incharge shall be responsible.”

Further to it, it has also been clarified as under:-

While processing of appointment of visiting faculty, strength of the students in a class should be mentioned on the requisite Performa by the Chairperson of the Department.



(PROF. DR. NAEEM IQBAL)
Registrar/ Secretary

Copy for information to:-

1. *The Vice Chancellor/ Chairperson of the Academic Council*
2. *All the Deans / Coordinators/ Incharge Teacher of the respective faculties*
3. *Members of the Academic Council*
4. *All the Directors / Principals / Chairpersons / Incharges / Coordinators of teaching and Non-teaching Departments*
5. *Controller of Examinations*
6. *Additional Registrar (Acad.)*
7. *PS to Vice Chancellor*
8. *PA to Registrar*
9. *Notification File*