



Policies & Procedures Manual

UIT University

Title of Policy: Faculty (Full Time) Workload Policy and Procedures	
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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

Faculty Workload Policy Document

1. Introduction

- 1.1. The full-time faculty load encompasses three primary activities, namely teaching, research/creative activity, and institutional/public service. The allocation of emphasis to each activity is contingent upon the Department's mission and the individual faculty member's capabilities. The objective of this Faculty Workload Policy is to delineate and quantify the components of the faculty workload, stipulate minimum workload requirements, rationalize faculty workload distribution, and provide compensation for faculty members handling excess workload.

2. Composition of Faculty

- 2.1. The faculty of UIT University includes Deans, Heads of Departments, Professors, Associate Professors, Assistant Professors, Lecturers, Instructors, Lab Engineers, and all other personnel engaged in academic/research programs.

3. Responsibilities of Faculty Members

- 3.1 All faculty members with teaching and research duties are accountable to the Heads of their respective Departments for the following:

- 3.1.1. Preparing and conducting classroom and laboratory lectures and instructions adhering to approved syllabi, training programs, and course plans.

- 3.1.2 Formulating quizzes, hourly/mid-semester tests, and end-semester examination papers with secure preparation, printing, and safekeeping in accordance with university policies.

- 3.1.3 Administering and evaluating homework assignments, quizzes, projects, and examinations within assigned courses.

- 3.1.4 Grading students' academic performance, preparing grade/result sheets, and obtaining approval according to Statutes criteria.

- 3.1.5 Ensure the timely return of graded assignments and quizzes to students within three (03) weeks. Additionally, students should be shown the answer scripts for the midterm and final exams, and a log for this activity should be maintained within seven (07) days of the examination.

- 3.1.6 Obtaining the Head of the Department's approval for final grading and timely submission of grade/result sheets to the Controller of Examinations within seven (07) working days post-examination or by the deadline given by the Controller of Examinations.

3.1.7 Enforcing classroom discipline and punctuality, reporting disciplinary violations or student absenteeism to the Head of the Department and Chairperson of the UITU Discipline Committee.

3.1.8 Conducting tutorial sessions and providing additional coaching/assistance to weak students when designated by the Head of the Department.

- 3.2. Serving as thesis/research supervisor/advisor for undergraduate and graduate students, adhering to supervision criteria.
- 3.3. Developing and enhancing curricula to align with national and international standards.
- 3.4. Undertaking projects/research work or other tasks assigned by the Head of the Department.
- 3.5. Participation in departmental, faculty-wide, and university-wide committees as delegated.
- 3.6. Preparation, submission, and defense of research project proposals to funding agencies with requisite approvals.
- 3.7. Diligently conducting research projects, adhering to deadlines and non-disclosure requirements.
- 3.8. Actively pursuing publication of research work in recognized forums.

4. Quantification of Faculty Workload

4.1. Faculty workload for a full-time/regular faculty member is calculated by aggregating workload contributions from various activities as delineated in the table below:

S. No	Activity	Workload Contribution (Contact Hour)
1	Teaching an X credit hour course to a class of up to 50 students	1.00X
2	Teaching an X credit hour course to a class of 51 to 60 students	1.25X
3	Teaching an X credit hour course to a class of more than 60 students (for Humanities courses) ¹	1.50X
4	Teaching an X credit hour lab course to a class of up to 30 students (for Engineering only)	3.00X
5	Teaching an X credit hour lab course to a class of more than 30 students (for Engineering only)	4.50X
6	Teaching two significantly different courses in the same semester	1.00X

¹ As per HEC's guidelines, the class size can go up to 100 students

7	Teaching three significantly different courses in the same semester	1.50X
8	Supervising an undergraduate Final Year Design/Research Project ² (maximum of eight projects)	0.25/project
9	Supervising an MS/MPhil student thesis or MBA Case Study/Research Project (maximum of six students)	0.5/thesis/case study/research project
10	Supervising a PhD student thesis (maximum of five students)	1/thesis
11	Service in a leading role ³ on a University-wide committee formed by the Vice-Chancellor for a whole semester (maximum of two memberships)	0.5-1/committee
12	Service in a leading role on a University-wide student society formed by the Vice Chancellor for a whole semester	0.25/society
13	Service in a leading role ⁴ on a Departmental committee formed by the HOD for a whole semester (maximum of two memberships)	0.25-0.5/committee
14	Service on an administrative position in a Teaching and Non-Teaching Department (Provost/Dean/HOD/Director/Manager) for a whole semester	1-9 (depending on administrative workload)
15	Principal Investigator on a research project worth up to PKR 5.0 million ⁵	0.25-0.5/ project
16	Principal Investigator ⁶ on a research project worth more than PKR 5.0 million	0.5-1.0/ project

4.2. For conducting tutorial sessions, one credit hour is awarded for every three contact hours throughout the semester, subject to approval by the HOD.

5. Minimum Required Faculty Workload

5.1. The minimum workload requirement for a regular faculty member is as follows:

5.2. The total workload in a regular semester is 15 contact hours. A workload below 15 contact hours is considered underloaded, while exceeding it is considered overloaded.

² A max of 4 projects.

³ Convener, Secretary of the Committee

⁴ Convener, Secretary of the Committee

⁵ For PI 0.5 and for Co-PI 0.25

⁶ For PI 1.0 and for Co-PI 0.5

5.3. In the Summer semester, the maximum workload is one course (Theory + Lab)⁷.

- 5.4. In regular semesters, every faculty member must teach a minimum of two courses. The teaching requirement may be relaxed to one course for the Heads of the Departments, Deans, and faculty members assigned major management responsibilities by the Vice Chancellor.
- 5.5. The assignment of teaching workload is at the discretion of the Head of the Department, ensuring adherence to prescribed limits.

6. Faculty Workload Assignment

- 6.1. The Head of the Department shall ensure that faculty workload within the Department remains within prescribed limits.

7. Workload Distribution

- 7.1. The Head of the Department is responsible for preparing a summary of workload distribution among faculty members, ensuring equitable distribution within the respective department.
- 7.2. The summary will be submitted to the Dean of the faculty 4 weeks before the start of the semester.
- 7.3. After reviewing it, the Dean will submit the faculty workload report to the Provost 3 weeks before the start of the semester.
- 7.4. The Provost will seek approval from the Vice Chancellor 2 weeks before the start of the semester.
- 7.5. The QEC will record the approved document in the central repository in the 1st week of the semester.

8. Remuneration for Additional Duties

- 8.1. Permanent faculty members teaching evening/weekend/summer classes will receive an honorarium based on approved rates for visiting faculty as per the Visiting Faculty Policy (reference # UITU/P/ACAD/013-V1), provided they are not underloaded, considering qualifications and experience.
- 8.2. In cases where a Head of Department (HOD) needs to engage non-teaching staff to teach a course during office hours based on course requirements and qualifications, a request will be submitted to the Dean. After assessing the need, the Dean will forward the request to the Provost, who will seek approval from the

⁷ The courses will be allocated on priority basis to those faculty members whose workload is incomplete for the academic year (Fall and Spring).



Vice Chancellor. Upon receiving approval from the VC, the staff member will be assigned the course.

- 8.3. This policy document serves as the authoritative reference for faculty workload management within UIT University and shall be upheld accordingly.

A point to be Added in the UITU Policy

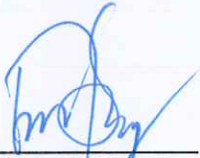
Policy Number	UITU/P/ACAD/006-V1		
Policy Title	Faculty (Full Time) Workload Policy and Procedure		
Approved by	5th Academic Council		
Approved Date	August 22, 2024	Notification Date	
Prepared By	Team QEC	Amendment by	Academic Department


The following points are proposed to be added to the **UITU Policy: "Faculty (Full-Time) Workload Policy and Procedure"**. These points were discussed and finalized during the Faculty Workload Policy meeting but were inadvertently omitted from the final policy document. Therefore, the Academic Department requests your approval to incorporate these points into the **"Faculty (Full-Time) Workload Policy and Procedure"**, referenced under policy number **UITU/P/ACAD/006-V1**.

The first amendment pertains to [Point 8: Remuneration for Additional Duties],

Add an Article point 8.2.1 which now states:

"The remuneration for Internal Visiting Faculty (IVF) (Staff Member) will be 75% of their standard honorarium rate per hour as per the payment policy if they teach during normal working days and hours. However, if they conduct classes on off days, they will receive 100% of their honorarium rate."


Aamir Siddiqui
Registrar


Engr. Prof. Dr. Vali Uddin
Vice Chancellor

*QEC
For NA.*
Engr. Prof. Dr. Vali Uddin
27/1/25
cc: HR