



Policies & Procedures Manual

UIT University

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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.

Visiting Faculty Policy

1 Introduction

Visiting Faculty members, a crucial part of our teaching faculty, are appointed on a semester-to-semester basis. They play a vital role in meeting the requirements of specialized subject areas and electives, independent of each department's regular/full-time faculty. Their presence also helps bridge the gap in faculty availability for various core courses, underscoring their importance in our academic ecosystem.

2 Eligibility Criteria for Visiting Faculty

2.1 For Faculty Member in Management Sciences

2.1.1 Educational Qualifications

2.1.1.1 At the Faculty of Management Sciences, visiting faculty should possess at least 18 years of equivalent qualification, as specified by the National Business Education Accreditation Council (NBEAC) and Higher Education Commission (HEC) for various disciplines.

2.1.1.2 Eighteen years of education per HEC criteria, including Master's/MS/M.Phil. or equivalent degree in the relevant field from an HEC-recognized university or HEI. For specific specialized and advanced courses in research and other programs, i.e., BS(AF), MS, and PhD, a PhD or other professional qualifications, i.e., AICAP, ACCA, FCCA, ACIMA/FCIMA may be required.

2.1.2 Professional Experience

2.1.2.1 Relevant industry experience and/or previous teaching experience are preferred. In general, a visiting faculty member should have a minimum of 2 to 3 years of professional experience, and for graduate programs, 4 to 6 years of working experience is preferred.

2.1.2.2 For basic/core courses, fresh graduates or foreign-qualified graduates can be considered subject to satisfactory interview and demonstration before a committee led by the Head of the Department. At UIT University, demonstrated expertise and practical knowledge in the subject area are believed to contribute to the quality of instruction.

2.2 For Faculty Member in Basic and Social Science

2.2.1 Educational Qualifications

2.2.1.1 Visiting faculty should possess at least 18 years of equivalent qualification as specified by the HEC for various disciplines for university faculty. Eighteen years of education per HEC criteria includes a Master's, MS, M.Phil., or equivalent degree in the relevant field from an HEC-recognized university or HEI.

2.2.2 Professional Experience



- 4.2 Course enrollment/registration shall be done on a course basis; students from different programs/disciplines may enroll in basic/core courses provided their course curriculum is the same with the endorsement from the respective Head of Departments.
- 4.3 The regular course offering is subject to enrollment of a minimum of 15 students.
- 4.4 In the case of a course offering with less than 15 students, the approval of the Vice Chancellor on the recommendation of the Provost, respective Dean, and Head of Department of the respective program is mandatory. Such courses will be called "Limited Enrollment Course" (LEC).¹
- 4.5 Besides academics, visiting faculty are expected to contribute to the students' overall growth and well-rounded personalities by encouraging extracurricular activities that complement the academics.
- 4.6 In case of termination of service, each party must give 15 days advance notice or pay compensation for 12 lecture hours on the condition that the academic session in progress is not disturbed. However, this clause shall not apply if employment is terminated on disciplinary grounds or due to poor performance.
- 4.7 Around the 7th session, a teaching evaluation is conducted to elicit feedback from the students regarding the overall performance of the faculty and suggestions for improvement, if needed. The faculty's services may be terminated immediately if the teaching evaluation score is below average along the scale set by the Academic Council.
- 4.8 Faculty members should upload a course outline provided by the Head of Department for each course offered. This outline is to be shared with the students promptly during the first lecture. No deviations from the course outline/grading plan are to be made without prior written approval from the Head of the Department.
- 4.9 Visiting faculty members are required to strictly adhere to and fully utilize class timings and hours. There is a Faculty Digital Attendance Register (FDAR) at the Reception Desk of the academic support office, which the faculty must regularly sign in and sign out on, based on which payment clearance is given.
- 4.10 Rescheduling and/or cancellation of the classes are strongly discouraged. However, if, due to unavoidable circumstances, there is a need to reschedule a lecture, they must ensure to inform at least 24 hours in advance to academics and Head of Department, by sending an email to the relevant Head of Department and Academics Support Department on academic@uit.edu. Make-up classes can be arranged in any slot where students and classrooms are available during the same week. Faculty can contact the Academics Department at the following contacts:
 - Telephone #: 021-34994305
 - Emails: academic@uit.edu

¹ 50% of the revenue from the "Limited Enrollment Course" (LEC).



- 6.1 After assigning a full course load to the existing faculty during a semester, the Head of Departments shall recommend the requirement of visiting faculty members and inform the Dean and Provost within the designated time frame.
- 6.2 A visiting faculty member shall not be assigned more than two courses per semester and 6 hours of teaching.
- 6.3 The process of visiting faculty is semi-formal and regular compared to that for full-time faculty. Departments typically search for individuals to fill these positions via professional contacts, networks in the field, alums, and/or communications with other universities and industry linkages. Hiring for visiting positions is only semester-based, and a visiting faculty member may be re-hired next semester subject to faculty requirements and satisfactory performance.

7 Step 1: Recruitment Initiation (Recruitment sources)

- 7.1 The Visiting Faculty positions can be filled by identifying potential candidates from the initial pool of CVs, which are regularly emailed to the concerned Head of Departments by individuals from the industry and colleagues, including HODs.
- 7.2 Moreover, industry linkages are also activated in banking, fintech, MNCs, media houses, software houses, NGOs, etc.
- 7.3 LinkedIn is also used when required to search for faculty of courses in different domains to reach professionals directly by scanning their profiles.
- 7.4 For technical courses, HODs may ask affiliate partners for help sending CVs of members who fit the course profile.
- 7.5 Faculty members may also be identified from the Guest Speaker sessions arranged as part of a course activity.
- 7.6 Identified faculty members or anyone interested in visiting faculty positions at UIT University must apply for the position by filling out an application form attached as Annexure A.

8 Step 2: Screening Committee - Preparation and Applicant Pool Screening

- 8.1 Committee members include the concerned Head of Department and relevant subject area experts. This composition of the committee/panel ensures transparency and validity in the later steps.
- 8.2 The department will keep CVs containing comments/recommendations of initial screening for the record.

9 Step 3: Screening Committee – Applicants Interview and Demo

- 9.1 After initial screening, all qualified candidates will be moved to the next step and requested for an on-campus panel interview comprising the relevant Head of Department and subject area experts.
- 9.2 The committee will evaluate the candidates in the interview on the following grounds: (Note: A detailed description of the interview guidelines and the interview form is attached in Annexure B1 and Annexure B2).



11.4 Moreover, in the case of rehiring, no pre-requisite actions are needed; student feedback and appraisal forms will be the initial point of consideration when processing the Visiting Faculty Requisition Form with HR as Annexure D. 104

12 Remuneration

12.1 The university shall make Visiting Faculty Member's payments twice a semester through cross cheque, but this mode of payment may change subject to the University's account rules.

12.2 Remuneration rates are decided according to the University policy.



S. No	Institution	Program/ Class	Subject Taught	From -To
1.				
2.				
3.				
4.				
5.				

****Note: Please attach/email a detailed CV with the application.**

Applicant's Signature

Date:



Annexure B2



UIT University
VISITING FACULTY INTERVIEW FORM
Department: _____

Applicant Information:

Name of Interviewee: _____

Qualification: _____ Year: _____ University: _____

Subject Specialization: _____

Current Organization: _____ Designation: _____

Applicant Evaluation:

Score Criteria: 4 = Excellent, 3 = Good, 2 = Satisfactory, 1= Marginal, 0= Not acceptable

Criteria	Score	
Education: The relevant qualifications and a reasonable educational background are required for the position.	4	
Teaching/Industry Experience: Has worked in a similar position and has desired Knowledge, skills and attitude.	4	
Interpersonal Skills: Team management, time management, pleasant personality, personality traits, communication skills and potential to guide faculty/staff/students in activities and personality traits.	4	
Total Score		

Interviewers Feedback (Use an additional Page or Back of this form to record your comments if needed):

Comments: _____

Demonstration:

Demo Required: Yes No Specify reason: _____

Reference Check:

Reference Verified: Yes No Specify reason: _____

Details of Referee: Name: _____ Organization: _____

Designation: _____ Email: _____ Phone: _____



Annexure C



Demonstration Evaluation Sheet for Visiting Faculty

Name of demonstrator: _____

Date: _____

Topic: _____

Department: _____

		Total Points	Score
1	Presentation (Organization., Introduction, Content, Information provided, summary)	10	
2	Visual Aids (Clarity, font, color, organization, use of animation, highlighting)	10	
3	Handling of queries (Speaker's response to questions, reaction to excessive questions, relevance of answers)	10	
4	Speaker (Preparedness, knowledge)	10	
5	Presentation/Communication style (voice level, pronunciation, Speed, Non-verbal Communication)	10	
Total		50	

* The same form will be utilized for a guest speaker session

Please provide any additional comments/constructive criticism in the space below:

Name of Evaluator: _____

Designation: _____

Signature: _____

Recommended:

Not recommended:

Dean/HOD Sign

& Date



Human Resource Department

May not be required depending on the profile/experience of visiting faculty.



Terms & Conditions - Visiting Faculty at UITU Karachi Campus

- a. UITU has always prioritized providing superior education. To accomplish the desired task, you are expected to fully carry out your functional and procedural responsibilities. The following guidelines, along with other terms/conditions of employment as visiting faculty, are appended below for information and strict adherence.
 - i. The course offering is subject to enrollment of a minimum of 15 students in a class or as decided by the respective Dean and Head of Department of the respective program.
 - ii. Apart from academics, you are expected to contribute to the overall growth and well-rounded personality of the students by encouraging extracurricular activities in line with the academics.
- b. In case of termination of service, each party has to give advance notice of 15 days or pay compensation for 12 lecture hours with the condition that the academic session in progress is not disturbed. However, this clause shall not apply if your employment is terminated on disciplinary grounds or due to poor performance.
- c. A teaching evaluation will be conducted around the 7th and 8th sessions to elicit feedback from the students regarding your overall performance and suggestions for improvement if needed. The faculty's services may be terminated immediately if the teaching evaluation score is below average along the scale set by the Academic Council.
 - i. You shall prepare a course outline for each course offered. This outline is to be given to the students promptly during the first lecture and posted on EduPortal during the first week of class, with a copy submitted to the respective Head of Department & Academic Support. No deviations from the course outline/grading plan are to be made without the prior written approval of the Head of Department. The outline is to be made in accordance with the HEC-approved course description.
- d. You must strictly adhere to and fully utilize class timings and hours. The Faculty Digital Attendance Register (FDAR) is at the Reception Desk. The faculty must regularly sign in and sign out, based on which payment clearance is given to the faculty.

- I. You must grade your results according to the grading scheme given below:

Grading Scheme:

- 1.2.1. The University will have following grading scheme and grade points:

Marks Range*	Letter Grade	GPA	Remarks
95 - 100	A+	4.00	Outstanding
90 - 94	A	4.00	Excellent
85 - 89	A-	3.67	Very Good
80 - 84	B+	3.33	Good
75 - 79	B	3.00	Fair
70 - 74	B-	2.67	Average
65 - 69	C+	2.33	Below Average
60 - 64	C	2.00	Satisfactory
55 - 59	C-	1.67	Pass
≥ 55	PN	-	Passed Non-credit Course
< 55	F	-	Fail
-	FN	-	Failed Non-credit Course
-	D	-	Failed in Discipline Case
-	E	-	Exempted Course
-	I	-	Incomplete
-	W	-	Withdrawal
-	WU	-	Withdrawal Unofficially
-	AU	-	Audit
-	TR	-	Transfer of Credits

*Any fraction of marks will be rounded to nearest integer.

- m. The payment to visiting faculty will be made in two parts during the semester: first, after mid-term exams, and second, at the end of the semester, subject to submission of results and course files.
- n. Please note that cheques issued for adjunct faculty must be collected within six months of the cheque issue date.
 If cheques or pay orders that will be reissued would incur a processing fee of Rs.500/-
- o. In other matters not specifically covered in this offer, UITU's decision will be final and binding.



Annexure G



Performance Evaluation Form for Visiting Faculty

1. Name of Employee: _____

2. Program: _____

3. Total Courses Assigned _____

4. Semester: _____

Fall/Spring/Summer _____



Scoring Key for Individual PE Components:			
> 80%	5 points	> 80%	10 points
70 – 79 %	4 points	70 – 79 %	08 points
60 – 69%	3 points	60 – 69%	06 points
50 – 59%	2 points	50 – 59%	04 points
< 50 %	1 point	< 50 %	02 point

Overall Performance Level & Recommendations

Overall Rating Scale*	Evaluation	Recommendation
Excellent (90-100)		Recommended for continuation and second course if available.
Good (80 – 89)		Recommended for continuation.
Good (70-79)		Recommended for continuation under observation.
Unsatisfactory (below 69)		Does not deserve further courses at UITU

COMMENTS

Signature

HOD (Name & Designation)	
Dean(Name & Designation)	
Provost (Name & Designation)	