



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.

UIT University Faculty Workload Policy

1. Introduction

- 1.1 UIT University is dedicated to academic excellence, quality assurance, and full compliance with the Higher Education Commission (HEC) of Pakistan and accreditation bodies, including the Pakistan Engineering Council (PEC), National Technology Council (NTC), National Computing Education Accreditation Council (NCEAC), and National Business Education Accreditation Council (NBEAC).
- 1.2 This revised policy (UITU/P/ACAD/006-V2) supersedes the previously approved Faculty Workload Policy (UITU/P/ACAD/006-V1).
- 1.3 This revision in the policy enhances clarity and precision in workload allocation, making responsibilities more quantifiable, equitable, and aligned with institutional goals.
- 1.4 Refining definitions, processes, and performance linkages strengthens accountability while minimizing opportunities for misinterpretation, thereby fostering a fair, transparent, and productive academic environment.

2. Objective

- 2.1 The objective of this Policy is to create a transparent framework that ensures balanced workload distribution, promotes productivity, supports research and scholarly output, meets regulatory and accreditation standards, and aligns with the university's vision and goals.
- 2.2 It defines performance expectations, accountability measures, and exceptions to maintain institutional quality and fairness across designations.

3. Scope

- 3.1 This policy applies to all permanent faculty members of UIT University, irrespective of designation, department, or program. It covers standard workload requirements, exceptions for administrative and senior roles, reduced workload options, overload compensation, and compliance monitoring.
- 3.2 Temporary, visiting, or adjunct faculty are excluded unless expressly referenced.
- 3.3 The Policy aligns with HEC workload norms and accreditation requirements, and supersedes any prior conflicting guidelines.

4. Definitions

- 4.1 For the purposes of this Policy, the following terms shall have the meanings ascribed below:
 - 4.1.1 **Contact Hours:** Refers to the total workload hours per week allocated to faculty responsibilities, encompassing direct teaching, indirect teaching activities, and secondary responsibilities, aggregating to a standard of 35 hours per week unless exceptions apply.
 - 4.1.2 **Direct Teaching:** Classroom or laboratory instruction involving direct interaction with students, measured in contact hours per week.
 - 4.1.3 **Indirect Teaching Activities:** Non-instructional tasks directly supporting teaching, including but not limited to lesson planning, assessment creation and grading, student counseling, project supervision, and data recording in the Course Management System



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(CMS) or Learning Management System (LMS), equate to contact hours for workload purposes.

- 4.1.4 **Secondary Responsibilities:** Duties beyond primary teaching, including research activities, grant writing, membership in university or departmental committees, patronage of student societies, supervision of undergraduate or graduate theses/research, curriculum review, and assigned departmental administrative duties.
- 4.1.5 **Administrative Roles:** Positions such as Deans and Department Heads, which entail leadership responsibilities warranting adjustments to direct teaching loads.
- 4.1.6 **Senior Faculty Designations:** Professors and Associate Professors, subject to reduced direct teaching loads in exchange for enhanced research outputs.
- 4.1.7 **Academic Year:** The period comprising two semesters, as defined by the University's academic calendar.
- 4.1.8 **Category W or X Journals and Qualifying Grants:** Peer-reviewed journals recognized by the HEC as high-impact publications under its Category W or X classification system; or National or international research grants secured as Principal Investigator or Co-Principal Investigator with a minimum value of PKR 1 million (or equivalent in foreign currency), awarded by government, semi-government, or recognized international funding agencies.
- 4.1.9 **Non-Compliance:** Failure to meet the minimum requirements or performance expectations outlined in this Policy, resulting in specified consequences.

5. General Provisions

- 5.1 All permanent faculty members shall maintain a standard workload of 35 contact hours per week, with teaching designated as the primary responsibility.
- 5.2 The workload for all permanent full-time faculty members, as specified in section 6 (Specific Workload Requirements) except section 7 (Exceptions for Designated Roles), shall be allocated as referenced in the respective sections, without overlapping or duplication of duties.
- 5.3 Workload Distribution and Reporting:
 - 5.3.1 The Registrar's Office will provide the list of courses to be offered in the upcoming semester six weeks prior to the start of the semester. Upon receiving the list, the chairpersons shall initially determine the distribution of the standard 35 contact hours per week for each permanent faculty member across the three categories, Direct Teaching, Indirect Teaching Activities, and Secondary Responsibilities, in alignment with this Policy, faculty designation, and institutional priorities.
 - 5.3.2 The Chairpersons shall allocate specific courses, labs, and duties within the approved distribution framework and prepare a comprehensive summary of workload distribution among faculty members in the department, ensuring equitable and compliant allocation.
 - 5.3.3 This summary shall be submitted to the Dean of the faculty no later than 4 weeks prior to the start of the semester for review and recommendation to the Provost.



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- 5.3.4 After reviewing, the Dean shall submit the faculty workload report to the Provost no later than 3 weeks prior to the start of the semester for endorsement.
- 5.3.5 The Provost shall seek approval of the workload report from the Vice Chancellor no later than 2 weeks prior to the start of the semester.
- 5.3.6 Upon approval by the Vice Chancellor, the Human Resources Department shall formally record the finalized document in the University's central repository during the 1st week of the semester and submit a copy to the Registrar's Office. The Registrar shall then issue official communication of the approved workload to all concerned faculty members to ensure awareness, accountability, and adherence throughout the semester.
- 5.3.7 Faculty members shall maintain individual workload logs for verification during departmental reviews and QEC audits.
- 5.4 Any interpretation of this Policy shall be resolved by the Vice Chancellor, whose decision shall be final and binding, to prevent misinterpretation or inconsistent enforcement.

6. Specific Workload Requirements

- 6.1 Standard Workload Allocation:
 - 6.1.1 All permanent faculty members shall fulfill the following weekly requirements, aggregated to 35 contact hours, unless subject to exceptions under section 7, Exceptions for Designated Roles.
 - 6.1.2 There shall be no overlap or duplication in the allocation of hours across the three categories (Direct Teaching, Indirect Teaching Activities, and Secondary Responsibilities). Each activity shall be assigned to only one category.
 - 6.1.3 A faculty member may qualify for only one exception category under Section 7 at any given time. If multiple exceptions appear applicable, the faculty member must select a single exception, and the corresponding reduction shall apply exclusively within that category's framework.

Requirement	Minimum Allocation	Description and Scope
Direct Teaching	a. 12 contact hours per week (for faculty other than JL & LI) b. 15 contact hours per week (for JL & LI)	Classroom or laboratory instruction with direct student interaction. <u>Junior Lecturers (JL) and Lab Instructors (LI)</u> : minimum 15 contact hours per week.
Indirect Teaching Activities	a. 12 equivalent contact hours per week (for faculty other than JL & LI) b. 15 equivalent contact hours per week (for JL & LI)	Lesson planning, assessment creation, student counseling, project supervision, and CMS/LMS data recording. Activities must be logged and auditable.



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Requirement	Minimum Allocation	Description and Scope
Secondary Responsibilities	a. 11 hours per week (for faculty other than JL & LI) b. 05 hours per week (for JL & LI)	Research, grant writing, committee membership, student society patronage, thesis/research supervision, curriculum review, or assigned departmental duties, based on designation and institutional needs.

6.2 Faculty members shall maintain detailed logs of all activities, categorized strictly in accordance with the table above, for verification during the workload distribution process outlined in 5.3 (Workload Distribution and Reporting).

7. Exceptions for Designated Roles

7.1 Approved Exceptions to Standard Workload:

7.1.1 The following exceptions shall apply only upon formal approval through the process in 5.3 (Workload Distribution and Reporting) and issuance of a Notification by the Registrar's Office. No exception shall be presumed or self-applied.

Exception Category	Applicable Designations /Roles	Direct Teaching Requirement (per semester)	Indirect Teaching Requirement (per semester)	Secondary Responsibilities (Reallocation of Reduced Hours)	Approval & Review Mechanism
Administrative Roles	Deans, Department Heads	2-3 courses (6-9 contact hours)	Equivalent to Direct Teaching (6-9 equivalent contact hours)	Balance of hours (from standard 12) reallocated to administrative leadership duties.	Annual VC approval based on programs offered and enrollment; Dean recommendation required. Annual review of performance.
Senior Faculty (Research/Grant-Focused)	Professors	6 contact hours	6 equivalent contact hours	Balance of hours (from standard 12) reallocated exclusively to research and grant writing.	Automatic if performance met; non-compliance reverts to 12 contact hours next year. Evidence verified by QEC.
	Associate Professors	9 contact hours	9 equivalent contact hours		




Exception Category	Applicable Designations /Roles	Direct Teaching Requirement (per semester)	Indirect Teaching Requirement (per semester)	Secondary Responsibilities (Reallocation of Reduced Hours)	Approval & Review Mechanism
Reduced Workload Option	Any permanent faculty (assigned or opted)	25%, 50%, or 75% of standard 12 contact hours (see table below in section 7.2)	Equivalent to Direct Teaching (same % of standard 12–13)	Balance of hours (25%, 50%, or 75% of standard 12 contact hours) reallocated to secondary responsibilities.	Incorporated into departmental workload summary; subject to recommendation of Provost and approval of VC approval per Section 5.3.

7.1.2 Relaxation in teaching load shall not be granted based on personal choice or preference for maximum benefit, but strictly on the basis of assigned administrative responsibility and approval of the competent authority upon verification of the workload and contribution level based on qualification, experience, and ability to perform administrative responsibilities.

7.1.3 Such relaxation shall be granted upon recommendation of the Dean and Provost and approval of the Vice Chancellor, for which the Registrar’s Office shall issue a formal Notification.

7.1.4 The allocation and continuation of teaching load relaxation shall be subject to annual review, ensuring that the privilege remains aligned with actual administrative and scholarly performance.

7.2 Reduced Workload Option Detail:

Activity	Reduction Level	Courses/Labs	Equivalent Credit Hours	Equivalent Contact Hours
Teaching Courses	75%	3	9	9
	50%	2	6	6
	25%	1	3	3
Teaching Labs	75%	4	4	12
	50%	3	3	9
	25%	2	2	6

7.2.1 This option shall not be designation-based and must maintain the same reduced hour percentage of the total 35-hour weekly commitment through reallocation.

7.2.2 Indirect teaching shall mirror the approved direct teaching contact hours.

8. Performance Metrics and Accountability

8.1 Faculty performance shall be evaluated annually against the metrics specified herein, including direct and indirect teaching, research outputs (where applicable), and contributions to secondary responsibilities.



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- 8.2 Department Heads shall monitor compliance through semesterly reports, with discrepancies escalated to the QEC for review.
- 8.3 In the event of non-compliance with any provision of this Policy, such as falling short of the required direct teaching hours, incomplete indirect activity logs, unfulfilled secondary responsibility allocations, or unmet senior faculty performance expectations, the following supportive measures shall be applied progressively to encourage improvement:
- 8.3.1 A constructive written advisory (for the first instance) followed by temporary workload realignment or a focused performance improvement period (for repeated instances), each accompanied by mentorship, guidance, and resources to support full alignment with policy expectations.

9. Enforcement and Amendments

- 9.1 This Policy shall be enforced by the Provost, with oversight from the Vice Chancellor.
- 9.2 Amendments shall require approval by the Academic Council and Vice Chancellor, ensuring continued alignment with HEC and accreditation standards.
- 9.3 This Policy supersedes any prior inconsistent policies or practices and shall apply uniformly to all permanent faculty members without exception unless explicitly provided herein.

10. Additional Compensation for Overload Teaching

- 10.1 Overload compensation shall be granted only if the faculty member (Lecturer to Professor) has completed a minimum annual direct teaching load of 24 contact hours (equivalent to 12 contact hours per regular semester, with proportional equivalents for those on an approved reduced workload option).
- 10.2 Similarly, overload compensation shall be granted only if the faculty member (Junior Lecturer or Lab Instructor) has completed a minimum annual direct teaching load of 30 contact hours (equivalent to 15 contact hours per regular semester, with proportional equivalents for those on an approved reduced workload option).
- 10.3 Permanent faculty members assigned to teach any additional course (provided their annual load is fulfilled) shall receive an honorarium calculated at the approved rates for visiting faculty, as stipulated in the Visiting Faculty Policy (Reference # UITU/P/ACAD/013-V1).
- 10.4 Such honorarium shall be payable only when the additional teaching constitutes a true overload—exceeding the standard 35 contact hours per week or the approved reduced workload—and provided the faculty member is not under-loaded in their primary semester responsibilities.
- 10.5 In the event of underloading in direct teaching (i.e., less than 24 contact hours for lecturer to professor and 30 contact hours for Junior Lecturer or Lab Instructor, across the academic year, with proportional equivalents for those on an approved reduced workload option), the faculty member shall be required to fulfill the shortfall during the summer semester without entitlement to honorarium or additional compensation.



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10.6 Eligibility for overload compensation shall be determined based on qualifications, experience, and verification by the Department Chairperson, with final approval incorporated into the workload summary submitted per Section 5.3 (Workload Distribution and Reporting).

10.7 Protection of Secondary Responsibilities and Senior Faculty Obligations:

10.7.1 Faculty members granted workload reductions under secondary responsibility allocations or senior faculty performance expectations (per Section 7: Exceptions for Designated Roles) shall not be assigned additional courses unless expressly approved by the Vice Chancellor.

10.7.2 Such approval shall be granted only upon confirmation that the fulfillment of research, grant writing, or other designated secondary responsibilities will not be compromised.

10.8 All provisions under this Section shall be applied consistently to uphold equity, institutional priorities, and full compliance with approved workload frameworks.

11. Revision and Review of the Policy

11.1 This policy is subject to periodic review and revision to ensure its continued relevance and effectiveness.



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