



SOP – HIRING OF VISITING FACULTY

(2nd Oct, 2017)

**Quality Enhancement Cell
National Defence University, Islamabad**

1
RESTRICTED



NATIONAL DEFENCE UNIVERSITY ISLAMABAD
STANDING OPERATING PROCEDURE (SOP) : HIRING OF VISITING FACULTY

1. **General:** The objective of this SOP is to stream line the hiring of qualified and suitable visiting faculty members, against the courses offered as per scheme of studies in the respective departments. It also emphasizes the optimum utilization of existing human resources keeping in view, their workload, proper documentation including payment of remuneration claims, on regular basis.
2. **Courses to be Offered During a Semester:** All departments shall prepare list of courses to be offered in all degree programmes during the semester and get them approved by the Dy President through Dean FCS, 2 x months prior to commencement of the semester as per approved respective scheme of studies.
3. **Requirement of Visiting Faculty:** HOD concerned will assign the courses to existing (full time) faculty, keeping in view their expertise/experience and teaching load as approved by the university from time to time. In case the workload of existing faculty is less than admissible load (if any), the HOD concerned will immediately report the reason(s) to the Dean, at least two months prior to commencement of new semester. This will enable the Dean's office, to optimally utilize the services of those faculty member (s) at other relevant departments for teaching courses if possible.
4. Requirement of visiting faculty members shall be determined after assigning full workload to existing faculty during a semester by the HOD concerned and same should also be reported through Dean Office and to the VF Hiring Board, as constituted by the President NDU, within following time frame:-
 - a. **Spring Semester** on or before 31st Dec each year (Semester starts in early Feb each year)
 - b. **Fall Semester** on or before 15th July each year (Semester starts in early Sep each year)

RESTRICTED

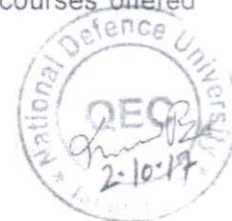


RESTRICTED5. **Composition of VF Hiring Board**

- | | | | |
|----|---------------|---|-------------------|
| a. | Dean Faculty | : | Chairperson |
| b. | Director QEC | : | Member |
| c. | Acad Advisor | : | Member |
| d. | Registrar | : | Member |
| e. | HOD Concerned | : | Member |
| f. | DD Admin/HR | : | Member/ Secretary |

6. **Responsibilities of VF Hiring Board:** Following responsibilities are highlighted for the selection/hiring of visiting faculty:-

- a. Dean faculty shall oversee / supervise and examine the entire process of the VF hiring.
- b. **DD Admin** shall coordinate the complete process of hiring of VF in consultation with Dean faculty. Complete process includes:-
 - (1) A pool of qualified and renowned subject experts shall be maintained on the recommendations of HOD concerned and VF Hiring Board after assessing their potential, qualification/ documents and security clearance. Requirement of VF shall be met initially out of this VF Pool.
 - (2) In order to meet the deficiency (if any), an advertisement for hiring VF shall be given on NDU website/print media at least 07 weeks prior to commencement of semester.
 - (3) All the VF applications along with CVs, for courses / departments, will be received by Admin Office (HR section).
 - (4) Admin Office (HR Section) after making their consolidated summary, will send the applications/CVs to respective HODs at least 06 weeks prior to commencement of respective course(s), in order to assess /evaluate the suitability, teaching experience / qualifications and teaching skills, in relation to the courses offered by the department(s).

RESTRICTED

RESTRICTED

- (5) Evaluating the performance of VF through integrated feedback from various sources and finalizing recommendations for suitability.
- (6) Applications (suitable/ eligible applicants) recommended by the HoDs will be consolidated by DD (Adm) and fwd to VF Board. The board may call some selected applicants for demo in its scheduled meeting. The board will make final recommendation to obtain final approval of the CA through Registrar Office.
- (7) The selection process of VF should be completed min 02-03 weeks before the start of semester.
- (8) After the approval of CA, notification to that effect shall be issued by Admin Office (HR Section) ASAP.
- (9) After joining of VF members, concerned departments, respective HODs will prepare the remuneration claims as per credit hours taught, duly recommended by Dean faculty by the end of semester. The remuneration claims will be fwd to DD Admin Office, which will process it for approval of CA.

c. **Documentation required for hiring of Fresh VF:**

- (1) Application Form
- (2) CV
- (3) Educational certificates preferably verified by HEC
- (4) Experience certificates (if any)
- (5) Attested copy of CNIC
- (6) 01 x passport size Photograph
- (7) List of research & publications (if any)
- (8) Security Clearance Proformae
- (9) Formal hiring contract for the semester with remuneration details signed by respective HoD and faculty member.

RESTRICTED

RESTRICTED

- d. **DD Admin / FCS Coord's Role / Duties on hiring of Visiting Faculty** As an academic coordinator in FCS, following shall be ensured by him regarding hiring of Visiting Faculty Members:-
- (1) Shall ensure the judicious teaching workload of all departments as per their timetable and schedule of classes.
 - (2) Shall assist the departments for merger/combining of classes, keeping in view, common courses / the strength of students in relation to cost benefit analysis so that unnecessary commitment of faculty members and consequent cost effects can be avoided.
 - (3) Maintenance of consolidated summary of all departments, focusing on the VF requirement of departments with logical justification of courses taught by them, after allocation of full work load to the regular faculty (unless exemption granted by CA).
 - (4) Will keep a close liaison with dept coordinators right from the start of visiting faculty process, to avoid any inconvenience at later stage.
 - (5) Shall ensure the compilation and accurate numerical calculation of remuneration claims of VF, initiated by concerned depts.

7. **Criteria for Staff, Teaching Courses as VF:**

- a. **For NDU Employees:** An NDU employee, qualified for teaching a subject at appropriate level as visiting faculty, shall normally be given only 01 x courses for teaching, but only to the classes held in the evening.
- b. **Qualification Criteria:** The NDU employee selected for teaching subject (s) as visiting faculty, must conform to the qualifications criteria approved by HEC.
- c. **Relevance:** The respective HoD must ensure that the employee selected as visiting faculty must have qualification relevant to the subject / level that he/she is required to teach.

RESTRICTED



RESTRICTED

- d. **No Objection Certificate**: It will be the responsibility of the employee, to provide the HoD with an NOC from the br /dept head; stating that "the teaching assignment will not affect the efficiency/work of the concerned branch / department".
8. **Evaluation of VF / Student Feedback (360^o Evaluation)**: Feedback of VF who taught in the previous semester(s), is an important indicator for taking decision to hire him/her again for the next semester. The QEC evaluation report on VF is an aggregate of factors. It includes student feedback, grading level of the VF i.e too strict or lenient and any other input such as research publications etc. While this report will help retain good VF, it will also provide basis to regret the existing VF due to poor performance. QEC will provide complete evaluation report of all VF within 10 x days (max 15 x days) of receipt of notified exam results by CoE.
9. **Remuneration Rates of VF (Including Outside NDU/Staff)**:
- | | | | |
|----|--------------------|---|----------------------|
| a. | PhD Qualified VF | = | Rs. 2,000/- per hour |
| b. | MPhil Qualified VF | = | Rs.1,500/- per hour |
| c. | MSc qualified VF | = | Rs.1,200/- per hour |
10. The above mentioned rates will be revised / updated from time to time.
11. This SOP will come into effect immediately after the approval of the Competent Authority.



Director QEC
(Prof Dr. Mohammad Riaz)

2nd October' 2017