



Adjunct Faculty Policy (For Teaching)

Preamble:

Adjunct faculty members are important teaching resources for any University/HEI. The main objective of engaging adjunct faculty in the teaching process is to attract industry professionals, high-skilled freelancers, and high-profile corporate leaders with a commitment beyond one semester. The role of adjunct faculty is not limited to teaching only, but they also contribute to curriculum development, industry liaison, and bringing industry-oriented research projects. These adjunct faculty members will be counted as Instructional Practitioners (IP).

Terms of Engagement:

1. Tenure: 9-month contract starting from the Fall semester.
2. Teaching Load: Maximum 9 credit hours.
3. Teaching Responsibilities:
 - a. Adjunct faculty members are required to conduct 16 sessions of 3 hours on weekends/evenings or 32 sessions of 1.5 hours on weekdays of a 3 credit hours course.
 - b. They shall meticulously follow the course outlines provided by the department.
 - c. They shall fulfill all the requirements of CMS, LMS, and QOBE as communicated by the department.
 - d. They shall follow the class timings as provided in the timetable. However, in case of an emergency, a session may be postponed after informing the academics, the relevant HOD/Program Head, and students of the class. The makeup class for the postponed session shall be arranged preferably within a week. For makeup classes, the due procedure has to be followed.
 - e. For a 3-hour class, the faculty member has to start and end the class at the scheduled time, and a 15-minute break should be given within the session, not at the beginning or the end of the session.
4. Exam-related Responsibilities:
 - a. Faculty shall contact the course lead/coordinator well in time to get his/her paper moderated.
 - b. Faculty shall perform invigilation duties for the subject he/she is teaching. In case of any emergency, faculty shall inform HOD in advance, keeping the examination and academics department in CC, so that arrangements for the invigilation duty can be made.

- c. The midterm and final examination answer scripts need to be checked and returned to examinations within 10 days of holding the exams.
 - d. Results need to be locked within 10 days of the final exam. Answers copies shall also be returned within two weeks of exams after scanning the best, worst, and average copies.
 - e. Adjunct Faculty may be asked to perform the course lead role.
 - f. For capstone supervisors, the policies laid down by Capstone and the Case Study Centre have to be followed.
5. Other responsibilities:
- a. Adjunct faculty members may be invited to attend and participate in the statutory body meetings and departmental meetings.
 - b. Faculty may be asked to perform the course lead role.
 - c. For capstone supervisors, the policies laid down by Capstone and the Case Study Centre have to be followed.
 - d. Hours per Week: Adjunct faculty members are required to give 9 hours per week to the IoBM.
6. Remuneration:
- a. Adjunct faculty will be remunerated on a monthly salary basis.
 - b. Last remuneration for each semester shall be paid after the clearance from the respective HOD, Examination and Academics Departments.

Eligibility:

1. Adjunct faculty should have at least 18 years of relevant education.
2. Adjunct faculty, having 16 years of education but holding professional certifications such as CA, CFA, ACMA, ACCA, CIMA, etc., are also eligible.
3. High-profile corporate leaders (C-suite executives or Director level) with 16 years of education can be engaged as adjunct faculty.
4. Minimum 5 years of experience, preferably from the industry, is required.

Requisite conditions:

1. An adjunct faculty member shall not teach courses in any other University during the contract period.
2. An adjunct faculty member shall make himself/herself available for the Fall and Spring semesters.
3. An adjunct faculty member shall inform before the start of the semester if he is planning to travel abroad or nationally for more than a week.

Notice Period for Service Discontinuation:

1. An adjunct faculty member shall not discontinue the services during the ongoing semester; 1-month notice period is required if he/she is not willing to continue for the next semester.

Proposed Salary Structure for the Adjunct Faculty Members (2025-2026):

(in PKR)

Experience \ Qualification	18 years Master's	CMA / ACCA / CIMA	PhD / CA / CFA
Less than 5 years	120,000	125,000	135,000
6 to 10 years	135,000	150,000	160,000
More than 10 years	145,000	155,000	165,000

This policy will be applicable from the Fall 2025 semester.