



Visiting Faculty Policy

Preamble:

Visiting faculty members are important teaching resources for any University/HEI. The main objective of engaging visiting faculty in the teaching process is to attract industry professionals, high-skilled freelancers, high-profile corporate leaders, and seasoned academicians.

Terms of Engagement:

1. Tenure: 1 semester.
2. Teaching Load: Maximum 6 credit hours.
3. Teaching Responsibilities:
 - a. Visiting 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 course.
 - b. VF shall meticulously follow the course outlines provided by the department.
 - c. VF shall fulfill all the requirements of CMS, LMS, and QOBE as communicated by the department.
 - d. VF 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. VF shall contact the course lead/coordinator well in time to get his/her paper moderated.
 - b. VF shall perform invigilation duties for the subject he/she is teaching. In case of any emergency, VF 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.
5. Other Responsibilities:

- a. VF shall attend the departmental meetings when invited and for each meeting Rs. 1000/- will be paid
 - b. VF 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.
6. Remuneration:
- a. Visiting Faculty will be paid on an hourly basis in three installments (1st installment after the midterm, 2nd installment at the 12th week and 3rd installment after final exams, subject to the clearance from the respective HOD, Examination and Academics Departments)

Eligibility:

1. Visiting faculty should have at least 18 years of relevant education
2. Visiting 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 visiting faculty.
4. Minimum 5 years of experience, preferably from the industry, is required.

Proposed Hourly Rate for the Visiting Faculty Members (2025-2026):

(in PKR/Hour)

Experience \ Qualification	18 years Master's	Professionally Qualified / Foreign Qualified	PhD
Less than 5 years	N/A	2,500	3,500
6 to 10 years	2,500	3,500	4,000
More than 10 years	3,000	4,000	4,500

This policy will be applicable from the Fall 2025 semester.