



NOTIFICATION

The Competent Authority has been pleased to approve the following the Sop's for Registration of visiting faculty at Government College Women University Faisalabad (GCWUF) with immediate effect:

- i. All the registration for visiting faculty shall be done through advertisement (once).
- ii. These SOPs shall be supporting guidelines to GCWUF Service Statutes-2021 & Recruitment Policy-2021 in order to swiftly complete the process and to remove unnecessary delay to processing the cases of visiting faculty.
- iii. Academic Branch, Registrar Office will collect the applications as per terms and conditions mentioned in advertisement.
- iv. No application will be entertained / received through any mean after closing date as mentioned in the advertisement.
- v. The University reserves the right to set-aside the incomplete application(s) at per criteria defined in the advertisement.
- vi. After closing date (*as mentioned in advertisement*) to receive the application(s), Academic Branch, Registrar Office will prepare the list of applicants, department wise and shall forward all the applications / dossiers duly verified / vetted by the Registrar to respective department(s) coordinators for further necessary action.
- vii. The Registrar Office shall prepare the schedule of interviews for visiting faculty members and share with the departments after approval of the Vice Chancellor. The Registrar office will conduct and provide all the secretarial support for the interviews in coordination with the concerned HOD / Coordinator.
- viii. The concern department will ensure the proper scrutiny of all the dossiers forwarded by Registrar Office in line with define eligibility criteria.
- ix. All the visiting faculty registration shall be made as per eligibility criteria mentioned in GCWUF Service Statutes-2021.
- x. The visiting faculty once registered can work continuously as per need and rationalization duly recommended by concerned HoD / Chairperson / Coordinator and approved by the Vice Chancellor. However, the visiting faculty once registered cannot claim for any class / course, if university does not needs his / her services in a specific semester.
- xi. It will be mandatory for applicants to pass NTS / GAT (general or subject) or the departmental test being considered qualified for teaching at undergraduate / graduate level. The concerned Coordinator on the recommendation of the respective HOD(s) will decide the type of test, contents, passing criteria & interview, parameters and submit the request for seeking approval from the Competent Authority, through office of Registrar.
- xii. The condition of NTS / GAT (general or subject) or the departmental test shall not be applicable on applicants having PhD degree (Local or Foreigner)
- xiii. The faculty members who once worked on IPFP at GCWUF shall be eligible for teaching on visiting faculty and will be exempted from advertisement / any kind of test, NTS / GAT (general or subject) or the departmental test.
- xiv. The concerned Coordinators in consultation with respective HOD(s) will submit requests for visiting faculty requirements with complete working paper at least two (02) months before start of the semester in Registrar office for further necessary action. The working paper will include the documents mentioned at **Flag-A**.

- xv. The Remuneration shall be paid as per approved dates by the Syndicate, from time to time.
- xvi. The workload for visiting faculty shall be assigned as per approved criteria and amended from time to time.
- xvii. No. of classes and credit hours assigned to each visiting faculty may vary from 03 to 18 according as per need of the department. Further assigning the credit hours more than approved workload shall be discouraged and only be allowed by the Vice Chancellor in special and unavoidable circumstances and recommendation of HOD / Coordinator.
- xviii. The visiting faculty shall be responsible for fulfilling all assignments of a course including classes, assignments, evaluation, submission of results, paper checking and conducting all the related activities inside and outside the University as per need / requirement of the course.
- xix. Letter of appreciation will be issued if any visiting faculty under takes volunteer additional assignments at GCWUF for institutional growth and departmental progress.
- xx. PhD visiting faculty can participate in research activities and also be member of supervisory committees of MS/ PhD students as volunteer without any financial liability.
However, this exercise will be conducted subject to provision of rules for graduate studies defined by HEC.
- xxi. It will be compulsory for every teaching department to nominate a focal person to deal all the matters related to visiting faculty with Academic Branch, Registrar office for disposal of the matters on time as per prevailing rules / SOPs .
- xxii. In order to swiftly dispose of the timely payment of the visiting faculty, the Treasurer GCWUF shall deputed a focal person and enhancing coordination with all head(s) of teaching departments to acquire necessary documents and information for processing the payments, reducing files moment.
- xxiii. It will be responsibility of concerned HOD to strictly monitor the conduction of the classes as per time table of visiting faculty and make sure their attendance as per credit hour requirement.
- xxiv. No visiting faculty member shall be engaged in any duty which is related to invigilation of regular examination(s) / test(s) being conducted by different boards in GCWUF. In case of any necessity the concerned HOD(s) shall properly intimate to Registrar Office for assigning such duties before time for approval of the Vice Chancellor.
- xxv. In case of any unavoidable circumstances or emergency, visiting faculty can be hired by publication in local newspapers / electronic media.
- xxvi. Once registered visiting faculty will entertain & serve w.e.f. their date of registration.


Asif A. Malik
 Registrar
 10/11/23

Copy for information & necessary action to:

1. All Coordinators of the faculties, GCWUF
2. All Chairpersons / HODs / Incharges of teaching & non-teaching departments , GCWUF
3. All Directors, GCWUF
4. All Principal officers, GCWUF
5. Resident Auditor, GCWUF
6. PS to Vice Chancellor, GCWUF
7. PA to Registrar, GCWUF
8. Record File.

"Flag-A"

REQUIRED DOCUMENTS FOR VISITING FACULTY TO PROCEED
THE CASE FOR NOTIFICATION

- 1- List of candidates who applied for the post of Visiting Lecturer / Assistant Professor against the advertisement duly verified by the concerned HODs.
- 2- Attendance sheet of candidates duly verified by HOD.
 - Attendance sheet of the Committee.
- 4- Merit list proforma (every page, if applicable) duly verified by the Committee notified vide Notification No. GCWUF/Reg/Acad.21/368 dated 02-12-2021. (*Copy enclosed*)
- 5- The format of merit list enclosed herewith (*Copy enclosed*)
- 6- Total Credit Hours
- 7- Regular faculty credit hours
- 8- Visiting faculty credit hours
- 9- Number of Visiting Faculty required
- 10- List of regular faculties who are taking extra courses after fulfilling their workload (*if any*).
- 11- Regular Faculty workload.
- 12- Visiting Faculty Workload.
- 13- Intermediate Workload (*if any*).
- 14- Minutes of the interview committee (*Pleas mention about candidates*):-
 - i. Total Candidates
 - ii. Selected Candidates
 - iii. Reserves Candidates
 - iv. Absent Candidates
- 15- Separate List of Regular /Contractual / DPL / IPFP Faculties with detail having name, father name, qualification, designation, CNIC & Cell No.
- 16- List of Visiting Faculties with detail having name, father name, qualification, designation, CNIC & Cell No.
- 17- NTS Certificate

