



Policies & Procedures Manual

Sir Syed University of Engineering & Technology

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Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	Name	Designation	Date
Prepared by:	Mr. Zubair Hameedi	Additional Registrar	21-10-2021
Reviewed by:	Prof. Dr. Mir Shabbar Ali Prof. Dr. Aqeel ur Rehman Prof. Dr. Muhammad Aamir Mr. Abdul Munaf Advani	Dean CVA Dean CAS Dean ECE Director Finance	22-10-2021

Policy & Procedure for Engaging Temporary Teaching Staff

1. Preamble

A proper mechanism exists at SSUET where teachers are selected for employment through Selection Board/Committee based on the requirement of every teaching department/program. However, situations arise where it becomes necessary to engage temporary teaching staff for a small duration, normally not exceeding one semester. For this purpose, teachers are either hired from outside the university as Visiting Teachers or are arranged from the existing employees of SSUET in other departments. No formal policy & procedure was in place and the situation was usually handled on case to case basis. This document provides the policy and procedure for engaging temporary teaching staff and for determining the amount of remuneration. According to this policy the amount of remuneration to be paid to the existing staff for temporary assignment takes into consideration their qualifications as well as their regular workload.

2. Introduction

For the purpose of temporary teaching assignment, teachers are SSUET employees and/or are hired from outside. The SSUET employees belong either to the cadre of faculty members or to the cadre of administrative staff. During any semester the employees of the two cadres can be grouped into following categories:

2.1 Faculty Members

- i. The faculty members teaching extra courses and their workload exceeds the prescribed value. These courses can be within the parent department of the faculty member or in any other department.
- ii. The faculty members teaching extra courses within the regular office hours or outside the regular office hours, such as in evening or on holidays.
- iii. The faculty members whose workload is less than the prescribed workload and are assigned extra courses. These courses may be within the regular office hours or outside.

2.2 Administrative Staff

- i. Administration staff who is assigned temporary teaching within office hours.
- ii. Administration staff who is assigned temporary teaching after office hours.

3. Faculty Workload

In addition to the regular teaching, most of the full time faculty members perform additional assignments that consume their time and efforts. These assignments are mainly in the following three domains.

- Teaching
- Research/creative activity
- Institutional/public service

According to standard practice, the workload of “teaching” is quantified in terms of Contact Hours. In order to determine the Total Workload, all of the above three domains are quantified in terms of Contact Hours in the following table. The workload of a faculty member is to be calculated by adding the workload contribution of each activity as indicated in the table below and as applicable to the faculty member. The total minimum workload of a faculty member in a regular semester shall be 15 contact hours. A faculty member with a workload of less than 15 contact hours will be considered as under loaded. Similarly, a faculty member with a workload greater than 15 contact hours will be considered as overloaded.

Sr.	Activity	Workload Contribution (Contact Hour)	Remarks
1.	Teaching a total X contact hour theory courses	X	
2.	Conducting a X contact hour lab courses	X	
3.	Dean	12	In case, a faculty member is assigned more than one charge, a maximum of 3 Contact Hours will be added for the additional charge
4.	Chairperson / Incharges	09	
5.	Directors	06-09 To be approved by VC	
6.	Deputy / Assistant Directors	03	
7.	Supervising a PhD student thesis	1/thesis, max 3	
8.	Supervising a MS student thesis	0.5/thesis max 1.5	
9.	Supervising a FYP project.	0.5/Project, max 1	
10	University wide major Service assigned by the VC for a whole semester. (This excludes membership of statutory bodies)	1-3/assignment	To be approved by VC

11	Department wide major Service assigned by the Chairperson for a whole semester. (This excludes membership of statutory bodies/ departmental committees).	1-3/ assignment	To be approved by Chairperson
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4. Administrative Staff Workload

The non-teaching administrative staff of the University, possessing qualification and expertise which may be utilized beneficially for the University in the conduct teaching, provided that this activity does not affect their normal course of work. The minimum workload of administrative staff is considered to be 40 hours/week. Any work assigned beyond 40 hours/week is considered as overload. However, administrative staff can be engaged in temporary teaching during regular or after regular office hours.

5. Remuneration for Temporary Teachers

Remuneration will be paid to the faculty members and administrative staff only if they are not under loaded irrespective of the fact that the classes are conducted during regular office hours or after regular office hours or on weekends. This implies that in case the faculty members and administrative staff is under loaded he/she will not be paid any remuneration. In case workload of the faculty member/administrative staff, after adding the temporary teaching load, partially exceeds 15 Contact Hours for faculty members and 40 hours for administrative staff, they will be paid for the overload portion only.

In case the administrative staff is engaged for teaching during regular office hours, in addition to his/her full load of 40 hours, he/she will be paid 70% of the applicable remuneration.

The remuneration rates are approved by BOG on the recommendations of FPC. These rates are revised from time to time. The currently applicable rates are given in Annex "A".

6. Procedure for engaging of Temporary teachers

6.1 Engaging Visiting Teachers from Outside

- i. The respective Chairman initiates the process of engaging Visiting Teacher(s) from outside the university. A written request is sent to the respective Dean along with justification for hiring outside visiting faculty. The CV of the proposed visiting faculty along with copy of terminal degree is also attached.
- ii. If agreed, the Dean forwards the case to the HR Department with his recommendations for administrative and financial approval of the Vice Chancellor.
- iii. HR Department prepares the case for approval of the Vice Chancellor. If approved, HR Department issues the appointment letter to the respective visiting faculty. The remuneration is determined according to the approved policy. Copy of the appointment letter is provided to Director Finance, COE, concerned Dean and Chairman.

6.2 Engaging teachers from other Departments

- i. The Chairman requiring teaching services of a faculty member from other department, sends the request to his Dean along with proper justification. If agreed the request is forwarded to the Chairman of the other department through respective Dean.
- ii. The Chairman of the other department reviews the workload of the teacher and if the teacher can be spared, consent is conveyed to the respective Chairman through Deans. The existing workload details of the faculty member are also conveyed.
- iii. If agreed, the Dean forwards the case to the HR Department with his recommendations for administrative and financial approval of the Vice Chancellor.
- iv. HR Department prepares the case for approval of the Vice Chancellor. If approved, HR Department issues the office order to the respective faculty member. The remuneration is determined according to the approved policy. Copy of the appointment letter is provided to Director Finance, COE, concerned Deans and Chairmen.

6.3 Engaging teachers from Administration Staff

- i. The Chairman requiring teaching services of an Administrative Staff, sends the request to his Dean along with proper justification. If agreed, the request is forwarded to the Head of Department of the staff by the Dean.
- ii. The Head of Department after determining the availability of the staff forwards the case to the Registrar.
- iii. If agreed, the Registrar forwards the case to the HR Department with his recommendations for administrative and financial approval of the Vice Chancellor.
- iv. HR Department prepares the case for approval of the Vice Chancellor. If approved, HR Department issues the office order to the respective staff member. The remuneration is determined according to the approved policy. Copy of the appointment letter is provided to Director Finance, COE, Head of Department, concerned Dean and Chairman.

7.0 Engaging Subject Experts from Relevant Organizations

SSUET may engage subject experts for teaching specific courses through relevant organizations/industry. In such cases SSUET will sign an agreement / MOU with the relevant organization defining the scope and TOR. The remuneration for the expert will be negotiated with the organization. The remuneration will be approved by the Vice Chancellor on the recommendations of the relevant Dean and Director Finance.

Approved Remuneration Rates for Temporary Teachers**For undergraduate Programs**Remuneration as approved in 54th BOG, Resolution No.54.6.15

S. No.	Qualification	Remuneration / hour (Rs.)
1.	PhD	1200
2.	Non-PhD	1000

For Post Graduate ProgramsRemuneration as approved in 56th BOG, Resolution 56.7.8

For classes conducted after office hours for a course with 10 or more registered students.		
S. No.	Qualification	Remuneration / hour (Rs.)
1.	PhD	2000
2.	Non-PhD	1200

For classes conducted after office hours for a course with 5 to 9 registered students.		
S. No.	Qualification	Remuneration / hour (Rs.)
1.	PhD	1200
2.	Non-PhD	750

For classes conducted with less than 5 registered students.		
S. No.	Qualification	Remuneration Amount
1.	PhD	Rs. 1,500 per class (i.e. up to Rs. 24,000 per course)

SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KARACHI
PERSONNEL REQUISITION PROFORMA

(This form is required to fill the Teaching Position / Additional Course Load)

PART-A (To be filled in by the Chairperson of the Department requesting for Personnel/Faculty)

Personnel Required: Within University Outside University
Position Visiting / Part-Time Faculty Subject Expert
Name: _____ CNIC # _____
Program: _____ Course: _____ Credit Hours: _____ Semester: _____

Workload: (as per policy)
Total Current Teaching Load Contact Hours
Total Current Administrative Load Contact Hours Total Load

Justification & Details of attachments (if any):

*** (Please note that request for Personnel Requisition will only be processed if total contact hours exceeds to 15 and there is no other faculty member available within university who can teach the requisite course with regular load)**

Signature & Stamp

PART-B (To be filled in by the Concerned Dean in case of Teacher from any other teaching department)

Recommendations/Comments: _____

Signature & Stamp

PART-C (To be filled in by the Registrar in case of engaging Personnel/Staff from any Administrative Department)

Recommendations/Comments: _____

Signature & Stamp

PART-D (To be filled in by the Additional Registrar/Human Resource Department)

Suggestions/Comments/Observations: _____

Signature & Stamp

PART-E APPROVAL OF THE COMPETENT AUTHORITY/VICE CHANCELLOR

Approval/Comments: _____

