

**INSTITUTE OF MANAGEMENT SCIENCES,
PESHAWAR**

FACULTY WORKLOAD POLICY - 2023

im|sciences



1. PREAMBLE:

The faculty workload policy of the Institute of Management Sciences, Peshawar pertains to the extent and nature of workload assigned to faculty members. The workload policy facilitates the faculty in their effective performance in teaching and research. The distribution of workload shall be as per the HEC guidelines to ensure that the quality of the teaching at the Institute is not compromised.

2. FACULTY WORKLOAD:

A faculty member shall be required to spend 40 hours per week at the campus. A faculty member at the Institute shall primarily perform duty in three areas i.e., teaching, research work/consultancy projects and service. The service to the Institute includes a faculty member's role in governance and academic administrative affairs.

A faculty shall have the following teaching workload and time allocation per week:

S. No	Position	Courses (Per Semester)	Teaching hour (Per week)	Preps (per week)	Mentorship/ Guidance and Counseling (Per week)	Research Work/Consultancies/ Projects (Per week)	Service to the Institute (Per week)	Total Hours
1.	Lecturer	4	12	12	5	8	3	40
2.	Assistant Professor	3	9	5	5	15	6	40
3.	Associate Professor	3	9	5	5	15	6	40
4.	Professor	3	9	5	5	15	6	40

- i. The faculty workload stipulated in the table above includes duties performed both in the morning and evening.
- ii. The annual faculty workload shall mean that a faculty taking less teaching hours of workload in one semester due to faculty member's engagement in any official assignment shall take the remaining teaching hours of workload in the next regular semester.
- iii. Specified approved charges shall be paid for any additional assignment, where service is admissible for payment.
- iv. The faculty members shall supervise students of Bachelor, Master, MS/M.Phil and PhD research; the research will be governed under the relevant rules.
- v. The faculty members shall perform the invigilation duty during the examinations as per the details given below.

S. No	Designation	Minimum no of Duties
1	Lecturers	08
2	Assistant Professors	06
3	Associate Professors	06
4	Professors	06

- vi. The faculty members performing examination duties over and above the duties mentioned in the table above shall be paid at the rate of approved per hour teaching remuneration. The visiting faculty shall be paid for the examination duties at the approved per hour remuneration.

3. RELIEF IN WORKLOAD:

- i. A faculty member enrolled in PhD/MS may be given teaching exemption of one course in a semester, such exemption may be granted by the Director upon the recommendations of the Joint Director.
- ii. A faculty member handed over an additional assignment/charge of any academic program or administrative section/centers, as the case may be, may be given exemption of one course in a semester. Such teaching exemption may be granted by the Director only in cases where the additional assignment/charge is for programs or administrative sections/centers.

Provided that faculty member granted exemption(s) shall not be assigned additional course(s) and shall not be entitled to payment for extra courses.

4. PAYMENT FOR EXTRA COURSES:

- i. A faculty member may be assigned a maximum of two extra courses in addition to the allocated teaching workload of his position. Payment of such extra workload shall be made in accordance with the already approved rates.
Provided that such extra workload shall not affect his/her performance in any way whatsoever.
- ii. Since the summer semester is not a regular semester, the courses taken by the faculty during summer semester, in accordance with the Semester Rules-2017, shall be monetarily compensated as an additional course as per approved rates for per hour payment to the faculty.

5. GENERAL

- i. The hiring of visiting faculty other than Institute's employee in any program would be subject to a non-availability of the Institute's own faculty. The Program Coordinator shall ensure that the teaching workload of the faculty member in his/her program is complete.
- ii. All the Program Coordinators will provide individual workload along with the timetable at the start of each semester to the office of the Joint Director ensuring that the faculty concerned has taken its full load as specified in the workload policy.
- iii. No extra payment shall be made if a faculty takes a course for which he has been granted exemption under section 3 (i) & (ii) of this policy.