

	Document Name:	Policy for Faculty Planning and Workload
	Document Number:	DUHS / RO/ SOP / 39

## **DOW UNIVERSITY OF HEALTH SCIENCES**



### **STANDARD OPERATING PROCEDURE**

### **Policy for Faculty Planning and Workload**

	NAME	DESIGNATION	SIGNATURE	DATE
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## TERMS AND DEFINITION

TERMS	DEFINITION
<b>Faculty</b>	Defined as per the DUHS Act
<b>Semester Based Program</b>	A degree awarding program is where there are two regular semesters (fall, spring) in an academic year. Fall/Spring semesters are spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams). If a summer semester is offered, the Summer Semester will be of 8 – 9 weeks of concentrated study for completing remedial course work.
<b>Credit hour</b>	A <b>credit hour</b> means teaching/earning a theory course for 50 minutes-one hour throughout the week for one semester of 16 weeks of teaching. . <ul style="list-style-type: none"><li>• One credit hour in laboratory or practical work / project would require lab contact of two hour per week throughout the semester;</li><li>• The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical;</li><li>• Thus 3(3-0) means three credit hours of theory, while 4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory;</li><li>• The weekly contact hours of a 3(3-0) course will be three, the contact hours of a 4(3-1) course will be six.</li><li>• The contact hours during each week of the Summer Session/semester will be doubled to ensure that the course is completely taught in a semester with half the duration compared with a regular (Fall/Spring) semester.</li></ul>
<b>Semester</b>	<b>Semester-</b> a Half year term defined in the University level as 16-18 weeks of teaching and training consecutively.
<b>Academic Year</b>	<b>An Academic Year-</b> An academic term is a portion of an academic year, the time during which an educational institution holds classes. The schedules adopted vary widely. In most programs, the academic year begins in late summer (August 31st or later) or early autumn and ends during the following spring or summer. In a professional year program, the academic year begins in January and ends in the following year, with the commencement of professional year examinations, or as per the Academic Calendar.

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<b>Course Duration</b>	<p>Course duration is defined as 16 weeks as per HEC guidelines, excluding midterm or final examinations which consists of 3 credit hours equal to 3 hours of teaching and one-on-one student interaction in the classroom per week.</p> <p>Summer semester course duration may be 4-8 weeks</p>
<b>Faculty Workload</b>	<p><b>Faculty Workload</b> refers to the comprehensive activities performed by a faculty member (appointed by the selection board on criteria as defined by HEC or PM&amp;DC/ NBEAC), or any other regulatory/ accreditation councils, where there is contribution to the accomplishment of individual activities and responsibilities, such as teaching classes, research activity, mentoring/advising activity, service to the University and administrative responsibilities.</p>
<b>Student Course Load</b>	<ul style="list-style-type: none"> <li>• An undergraduate student may be allowed to take up to 18 credit hours and a graduate student up to 12 credit hours (being maximum course load) only if s/ he has a C.GPA of 3.5 or above and that too with the permission of the Head of the Department.</li> <li>• The Head of Department may also allow maximum course load to any student, graduate or undergraduate when the student is graduating in that very semester:</li> <li>• An undergraduate student with C.GPA of 3.2 needs 18 credit hours to graduate or a Masters / MPhil student with a C.GPA of 3.2 needs 15 credit hours to graduate.</li> <li>• In this situation the Head of Department can make an exception for any particular student by allowing him / her to take maximum course load as this will be the student's last and graduating semester.</li> </ul>



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### **LIST OF ABBREVIATIONS**

Regulatory Bodies

Higher Education Commission, Pakistan or the Sindh HEC

Accreditation Councils

Such as Pakistan Nursing & Midwifery Council, Pharmacy Council of Pakistan, NBEAC, or PM&DC.

HEC, Pakistan

Higher Education Commission, Pakistan

PM&DC

Pakistan Medical & Dental Council

Cr. Hour

A credit hour

NBEAC

National Business Education Accreditation Council

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## **1. PURPOSE:**

The purpose of this policy is to determine and notify the appropriate faculty planning and workloads for all types of faculty members of this University, and then determine any planning needs for shared or visiting faculty, as per curriculum requirements or as per Accreditation Council requirements.

This policy document is to provide guidance to the Director/Principals and Chairpersons/HoDs in determining assignment of workload to faculty within each College/Institute /School.

Furthermore, this policy is to determine and take into account the distribution of additional responsibilities of the faculty member, full time and designated as such in the college/institute/school over time.

Through time these guidelines should assist all involved to make more equitable workload decisions through discussion and further necessary resource allocation. That is, this policy and its implementation will assure that full-time faculty members have comparable total effort, although individual distributions of teaching, service, specified administrative responsibility, if any, and research may vary across faculty members.

This document is based on the University requirement that a faculty member's workload responsibilities be allocated across various apportionment categories in accordance with HEC guidelines as per the designation of a faculty member, i.e., Professor, Associate Professor, Assistant Professor and Lecturer.

## **2. SCOPE:**

The scope of this policy document is to determine the guidelines for full time faculty workload distribution, allocation/ division of Bachelor programs following the semester based systems, and faculty are assigned workload of teaching, research work/creative work, thesis/project supervision, along with guidance /career counselling of students and perhaps any administrative responsibilities. Therefore, the scope of workload will include guidance about appropriate workload in BS programs.

## **3. RESPONSIBILITIES:**

**3.1.** The Director or the program director is responsible to allocate teaching workload for all undergraduate and postgraduate programs offered. In post-graduate program, allocation of teaching workload is to be assigned by the Program Director, upon respective approvals of the Director/Principals.

**3.2.** The workload distribution in undergraduate, graduate or diploma programs is to be allocated according to HEC for any semester based programs. All other programs offered, i.e. certificate/diploma or professional courses may be allocated as defined in the program policy or

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requirements for a particular program.

- 3.3. The policy is to address the multiple timeframes (semester based/ or annual) within the University; however, each College/Institute and School is responsible for contributing to the mission of the University in the domains of community service, research or excellence in education with appropriate distribution /allocation of workload.
  - 3.4. Furthermore, the faculty planning and workload policy supports, but does not replace judgment in determining the distribution of work for individuals or among groups of faculty over time in a degree awarding program.
  - 3.5. Each faculty member is expected to contribute in the following:
    - a. Research/or creative work;
    - b. Thesis/Projects supervision;
    - c. Student's guidance and counselling;
    - d. Administration activities; and
    - e. Active involvement in co and extra-curricular activities of the campus.
    - f. Consultancy, training, business research or survey & feasibility Reports
4. **Course Allocation Policy:** Course allocation policy should be worked out which is according to the policy of the program and in compliance with workload of the entire program/scheme of studies, dynamic, transparent and equitable.
- 4.1. The policy of allocating the same courses year after year does not add to intellectual development nor does it enrich educational experience of students.
  - 4.2. Allocating elementary courses to PhDs also needs a reversal for assigning advanced and demanding courses to highly qualified faculty.
5. **PROCEDURE: PROCEDURE FOR POSTGRADUATE AND UNDERGRADUATE SEMESTER BASED PROGRAMS:**
- 5.1. Division of faculty workload refers to the apportionment of the specific division of classes per semester, among all the faculty members of the department, regarding teaching of undergraduate and post-graduate programs, as per requirement of the curriculum.
  - 5.2. The Teaching workload for all visiting or shared faculty for post-graduate programs are to be defined well in advance of the commencement of the session, and submitted to the Registrar/ Additional Director HR, for approval prior to assignment of classes, shared or partial for post-graduate programs.
  - 5.3. The workload distribution in undergraduate/postgraduate programs is to be allocated according to HEC and respective accreditation council guidelines for all semester based programs. All other programs are to be allocated workload as defined in the policy below and refer to the HEC guidelines for faculty workload planning, especially if they are semester based programs.
  - 5.4. The workload distribution of full time/ contractual or permanent faculty is as follows, defined as per designation of faculty member: Since course duration is defined as standard of 16-18 weeks

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per semester, as per HEC guidelines or as per module based lectures, may be interpreted as 3 credit hours (as per curriculum of program) being equal to 3 hours of teaching per week for consistently 16 weeks or the length of a module, which includes the taught portion of the course/subject/module,.

**5.5. Teaching Workloads as per Designation as per HEC guideline:** The faculty may be designated with the appropriate teaching workload of classes as per the curriculum as per the below mentioned

- a. **Professor** (Fulltime/ Contractual or Adjunct) – 3 cr. Hours to 6 cr. Hours per semester, for 16 weeks, or equivalent, in shared classes in a module of a professional year program.
- b. **Associate Professor** in a teaching department – at least 2 full classes or 6 cr. Hours for 16 weeks, or equivalent, in shared classes in a module of a professional year program.
- c. **Assistant Professor** in a teaching department – at least 3 full classes, or 9 credit hours per semester for 16 weeks, or equivalent, in shared classes in a module of a professional year program.
- d. **Lecturer**– 4 classes or 12 credit hours per semester in each semester for 16 weeks, or equivalent, in shared classes in a module of a professional year program.

**5.6. A faculty member's workload will be consistent with the curriculum planning and implementation at the level of the department/college/school/institute and the individual programs offered.**

**5.7. The Allocation of Time for Different Types of Work/Teaching Segments may be defined as follows:**

- i. Preparation for teaching session/ LMS
- ii. Teaching sessions/classes
- iii. Student counseling
- iv. Assessment of papers and any assignments of the Students
- v. Research Work
- vi. Administrative Work
- vii. Students' Co-curricular/Extracurricular Activities
- viii. Social Work
- ix. Consultancy/ Trainings
- x. Departmental Meetings
- xi. Institutional/ University Meeting
- xii. Curricular Development

**5.8. A Visiting Faculty/ fellow/ lecturer or a Visiting Professor** is a scholar (with a preferred qualification of a Ph.D. or FCPS in the relevant field or a MS/ M.Phil. or equivalent 18 years of Schooling or Masters from a foreign University) with work experience in the professional field of

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the relevant discipline to be taught. This fellow is from another institution that visits a host University and is allocated to teach or lecture, for which the visitor is valued for per hour basis remuneration.

**6. Experience/ Qualification of Visiting Faculty/ Fellows/ Lecturers or Visiting Professors.**

**6.1.1. Criteria of visiting fellows/visiting Professors may be set by the committee formed for this purpose by the Additional Director HR. However, guidelines are provided as per international standards in this policy.**

**6.1.2. A memorandum** would be issued by the Additional Director HR –DUHS as per individual/ unit workload allocation any class, before the commencement of the semester, upon the recommendation of the Chairperson (for post-graduate programs) or Director for undergraduate programs, as per requirement on a semester to semester basis.

**6.2.** Allocation of visiting faculty is permissible as per faculty workload and requirement of program curriculum where division of existing full time faculty workload of classes per semester, regarding teaching of undergraduate and post-graduate programs, is **exceeded**, as per requirement of the current timetable based on the curriculum.

**6.3.** Visiting Faculty may be considered for teaching of a course only if existing full-time above mentioned and defined faculty designations of Professors, Associate Professors, Assistant Professor and Lecturers are already fulfilling the requirements of existing courses/classes with max. workload, as per curricular requirements, and there are additional classes to be allocated/divided as per the time-table of the current semester.

**6.4. Faculty Members with Administrative responsibilities:**

**6.4.1.** Full time / part time administrative responsibilities of a faculty member are to be considered when allocating teaching or practical workload for faculty members, and as such they may be exempted for a unit of a class/credit hour, when they are engaged in administrative responsibilities for the teaching department for a specific semester.

**6.4.2.** Additional Administrative Responsibility: Appropriate management assignments by the competent authority or the Director / Principal may be introduced and assigned, which seeks to serve both student interests at large and meet departmental responsibilities by maximizing the induction of faculty expertise in a department. In this case, the workload of the additional responsibility is to be considered as part of the total faculty workload, but it does not mean that they are exempt from teaching responsibilities for the entire semester.

**6.4.3.** Teaching assignment beyond administrative responsibility will be granted no remuneration if it is within working hours of the University. Furthermore, anyone with a teaching apportionment must teach a minimum of 1 course per academic year

**6.5.** Service to the University may be considered towards the total workload of the faculty, which includes duties as Deanship or a faculty serving as Chairperson/In charge of a teaching department.

**6.6.** A change in the apportionment of duties cannot be made unilaterally by administrators or by

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faculty members individually, without a recommendation or approval by the Director or Chairperson of the teaching department.

- 6.7. The specific apportionments of a faculty member's responsibilities are to be reviewed periodically on a semester to semester basis.
- 6.8. Either the faculty member or the responsible Director, Principal/HOD may initiate discussions of changes in apportionment or division of faculty workload in the next semester.

**6.9. Research and Scholarly Activities**

1.1.1. Research Scholarship and other such activity will have a focus within the College, teaching department, or Institution which is in line with the University mission, and that the research is in line with our strategic areas of interest.

**1.1.2. Research Funding:**

Seeking or utilization of extramural funding in research activities or supervision of students with grants to complete post-graduate research work is considered to be part of faculty workload; unless there is other significant effort in progress and the timeline exceeds the grant.

The determination of whether such effort is considered "significant" is made by the relevant Head of Department/ Director or Dean, in collaboration with the faculty member.

**7. Additional Workload Assignments to be Considered:** Additional Issues to be considered by the Dean or Chairperson in workload determination may include the following:

<i>Determination of workload may depend on the following work requirements/issues</i>	<i>Considered as part of faculty workload</i>	<i>Additional Remuneration/ or per hour honorarium granted</i>
i. New course preparation for newly inducted faculty.	Yes	Yes, if feasibility plan and survey are implemented and approved by the statutory bodies of the University
ii. Supervision of research work of graduate students.	Yes	As per research department guidelines for postgraduate supervision of thesis/ research projects.
iii. Distance education courses/ classes taught by a full-time faculty member.	Yes	Additional remuneration granted if class is in addition to the full time workload defined by HEC and approval of Statutory body

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iv. Course delivered off campus at another sub-campus or affiliated college.	Yes	Yes, in addition to the full time workload distribution defined by HEC and approval of Statutory body.
v. Development of new curriculum, programs or courses	Yes	As per statutory body approval.
vi. Preparation and management of grants (external)	Yes	Honorarium budgeted as per grant for PI.
vii. Consultancy, training, business research or survey & feasibility Report1	Yes	Fund Sharing criteria is listed in footnotes.

## 8. RELATED DOCUMENTS:

<https://www.nbeac.org.pk/files/NBEAC%20Accreditation%20Standards-10Nov2020.pdf>

## 9. RELATED RECORDS:

9.1. Curricular/Workload distribution template

9.2. [Faculty planning and workload\Workload IBHM 2023 example of distribution.xlsx](#)

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- The faculty should apply for the permission through the respective Head of the Institution on a prescribed format.
- The request should have synopsis of the proposed work (preferably not more two pages).
- The Hol Approval from the Registrar is required on the recommendation of Director or Principal of the institute or college,
- The Hol will submit it after review to the Competent Authority. Following is the fund sharing criteria:
  - If no resource (including time) is used, the faculty may retain 100 percent of the earned profit.
  - If infrastructure of the University is used than, University will retain 30 percent of the profit.
  - If physical infrastructure and human resource is used, the university will retain 30 percent of the profit and 70 percent will be distributed among other members of the organization as per the pre allocated workload.