

The Women University Multan
WORKLOAD STATUTES



WORK LOAD POLICY FOR TEACHING FACULTY

The purpose of this policy is to provide guidance to the faculty, Chairs and the Dean in making assignments of workload to faculty. It assists in an effort to equitably distribute faculty responsibilities across faculty in WUM. Through time these guidelines should assist all involved to make more equitable workload decisions through discussion, negotiation, and resource allocation. This policy and its implementation shall assure that full-time faculty members have comparable total effort, although individual distributions of teaching, service, outreach and research may vary across faculty members.

The workload policy supports, but does not replace judgment in determining the distribution of work for individuals. It is the chair's responsibility to strive for equity in faculty total effort over time.

Duties of University Teachers

- i. To teach the students by means of lectures, tutorials, discussions, seminars, demonstrations and the like
- ii. To conduct, guide and supervise research
- iii. To maintain personal contact with the students, give them individual guidance and supervise their extracurricular activities
- iv. To assist the authorities in preparing the courses and syllabi, in conducting the examinations, in organizing the libraries and other curricular and extracurricular and administrative activities of the university and concerned departments/institutions
- v. To perform such other functions and duties as may be assigned to them by the Vice-Chancellor on recommendation of concerned dean and chairperson.

Features of Workload Policy

1. Workload Prescribed for Regular/Part time university teachers

is given in table 1.

Credit Hours Distribution Per Week in Semester System

	Lecturer	Assistant Professor	Associate Professor	Professor
Lectures	09 to 12	09 to 12	09	06
Tutorials	06	06	03	03
Students Guidance	03	03	03	03
Seminar/Research Guidance	03	03	06	08
Personal Studies/Research	13	13	13	10
Administration & other activities	05	05	08	12
Total hours/week	39-42	39-42	42	42

2. The competent authority has the power to vary the distribution of a teachers work schedule so as to make it possible for her special talent and aptitude to be put to the maximum use.

3. A relaxation of a course in the workload may be given to Heads/Directors who are directly involved in extension activities and administration.

4. Department chairpersons and deans are encouraged to vary the teaching loads of individual faculty members so long as the total teaching obligations are met with the teaching personnel available. This flexible arrangement makes it possible for the chairpersons to make assignments of individual faculty members on a semester-to-semester basis to stimulate research and/or to provide support for unusually heavy committee assignments.

5. Administered workloads must be accorded with the actual contributions of the faculty members who are assigned such workloads. Thus, workload assignments to support research must be reflected in research productivity commensurate with that workload responsibility.

6. When a faculty member's administered workload assignment does not acquit with his/her actual research and scholarly contributions, the chair may increase the teaching or service components of that faculty member's workload.
7. Faculty holding tenure track positions are expected to perform the activities enumerated in the HEC approved Tenure track document.
8. The members of teaching faculty (regular/contract) of WUM who intend to take admission in MS/MPhil/PhD in the respective department of this university may not get leave for the purpose.
9. The regular teaching workload of the faculty members, who are doing MS/MPhil/PhD will be scheduled in consultation with the Chairperson/Teacher Incharge/Director of respective department.
10. No regular university teacher would be entitled to teach more than 03 courses as a part- time in or outside the department in running semesters
11. A visiting faculty may be assigned maximum four courses up to 12 credit hours.



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