



INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD  
(Department of \_\_\_\_\_)

Subject:- **ENGAGEMENT OF PART TIME TEACHERS (REGULAR/CONTRACTUAL/ADHOC)**  
**(IIU FACULTY MEMBERS)**

The following regular teacher (s) of the IIUI have been recommended by the Faculty for teaching of the following courses as part time teachers during Spring/Fall/Summer -----semester:-

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

		PRESENT ASSIGNMENTS		PART TIME ASSIGNMENTS		No. of students
S. No.	Name & designation of the teacher	Present Regular assignment (specify courses)	Cr. Hrs	Part time course (s) assigned	Cr. Hrs	
1.		1. _____ 2. _____ 3. _____ 4. _____	_____ _____ _____ _____	1. _____ 2. _____	_____ _____ _____ _____	_____ _____
2.		1. _____ 2. _____ 3. _____ 4. _____	_____ _____ _____ _____	1. _____ 2. _____	_____ _____ _____ _____	_____ _____
3.		1. _____ 2. _____ 3. _____ 4. _____	_____ _____ _____ _____	1. _____ 2. _____	_____ _____ _____ _____	_____ _____
4.		1. _____ 2. _____ 3. _____ 4. _____	_____ _____ _____ _____	1. _____ 2. _____	_____ _____ _____ _____	_____ _____
5.		1. _____ 2. _____ 3. _____ 4. _____	_____ _____ _____ _____	1. _____ 2. _____	_____ _____ _____ _____	_____ _____

**PRESCRIBED WORK STANDARD FOR TEACHING FACULTY AS APPROVED BY THE 47<sup>TH</sup> ACADEMIC COUNCIL**

DESIGNATION	PRESCRIBED WORK STANDARDS FOR 36 HOURS WEEK				
	Minimum Teaching hours	Contact hours for students consultancy	Supervision of thesis/projects	Research	Contribution to departmental administrative functions
Lecturer	12	6	9	6	3
Assistant Professor	12	6	9	6	3
Associate Professor	9	6	12	6	3
Professor	6	6	15	6	3

Certified that the courses assigned to them under part time title are;

- i.** Over and above the **prescribed teaching** hours according to his/her designation(s) **given above.**
- ii.** **Over and above 36 hours** of prescribed official duty in the Department Per Week including **teaching, research, supervision and counseling** will be fully performed by the above teacher (s).
- iii.** This part time teaching shall not disturb their prescribed/required responsibilities in the department as a regular teacher/employee.

Submitted for Approval please.

\_\_\_\_\_  
Sig. & stamp of the Head of the Department with stamp

\_\_\_\_\_  
Sig. & stamp of the Dean of the Faculty with stamp

Director (Academics)

President IIUI



INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD  
(Department of \_\_\_\_\_)

Subject:- **ENGAGEMENT OF PART TIME TEACHERS (NON-IIUI TEACHERS)**

Following visiting teachers of other Universities/institutions have been engaged to teach the subject(s) as mentioned against their name (s) in the Faculty of \_\_\_\_\_ Department \_\_\_\_\_ during \_\_\_\_\_ semester:-

S. No.	Name/ Designation of the teacher	Educational Qualification	University/Institution of work	University level teaching experience (years)	Course (s) assigned	Cr. Hrs.	No. of students
1.					1. _____ 2. _____	_____ _____	_____ _____
2.					1. _____ 2. _____	_____ _____	_____ _____

It is certified that the above teacher is not a teacher of IIUI and acquisition of his/her services were inevitable due to;

i. Non-availability of the subject teacher (s) in the Faculty.

ii. The regular Faculty teacher (s) cannot undertake teaching of this course (s) being fully engaged with their assigned course load.

iii. Expertise of the teacher is at par with the course requirements.

iv. Administrative Staff under taking part time teaching shall only be allowed to teach classes after office hours with the permission of their respective Heads.

Submitted for Approval please.

\_\_\_\_\_  
Sig. and stamp of the Head of the Department with stamp

Director (Academics)

\_\_\_\_\_  
Sig. and stamp of the Dean of the Faculty with stamp