



## APPROVED WORKLOAD

Weekly Prescribed Working Hours						
Description	Total Hours per week	Teaching Workload	Administrative Workload	Research Workload	Assessment	Free hours
Professor	40 Hours	09 Hours	06 Hours	14 Hours	04 Hours	07 Hours
Associate Professor	40 Hours	09 Hours	06 Hours	14 Hours	04 Hours	07 Hours
Assistant Professor	40 Hours	09 Hours	06 Hours	14 Hours	04 Hours	07 Hours
Lecturer	40 Hours	12 Hours	04 Hours	06 Hours	08 Hours	10 Hours
Research Fellow	40 Hours	15 Hours	03 Hours	04 Hours	08 Hours	10 Hours
Teaching Associate	40 Hours	15 Hours	03 Hours	04 Hours	08 Hours	10 Hours

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University of Baltistan, Skardu  
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1. Heads of Departments (HoDs) shall be entitled to an exemption from teaching one course or three credit hours in each semester as part of their prescribed workload.
2. If a department is led solely by a Chairperson without the presence of a Head of Department (HoD), the Chairperson shall be eligible for an exemption from teaching one course or three credit hours from the prescribed workload.
3. If a department has both a Chairperson and a Head of Department (HoD), only the HoD shall be granted an exemption from teaching one course or three credit hours from their prescribed workload. The Chairperson, in this scenario, shall not be eligible for the mentioned exemption.
4. If Heads of Departments (HoDs) or Chairpersons are granted an exemption from teaching one course or three credit hours from their prescribed workload, they are not permitted to enroll in any additional course(s) on a payment basis.
4. The exemption granted to Heads of Departments (HoDs) and Chairpersons is specifically related to their departmental duties. Despite the exemption from teaching one course or three credit hours, they shall continue fulfilling their administrative responsibilities in addition to the remaining teaching workload.
6. In adherence to the 14-hour Research Workload requirement, a Professor, Associate Professor, or Assistant Professor shall be required to prioritize the supervision of either twelve PhD/M.S./BS theses, in accordance with HEC criteria. If supervising four or fewer theses, the faculty member must additionally produce a minimum of three research papers recognized by the Higher Education Commission (HEC), or secure funding for a project amounting to a minimum of three million, or contribute to an externally funded conference/seminar, all within an academic calendar. Failure to meet these criteria will necessitate the faculty member to teach one additional course, as prescribed in the University's workload policy.
7. A course involving practical work/Lab work (e.g., 2+1/3+1) shall be considered part of the regular workload for a faculty member only if he/she takes the lab work

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himself/herself. Otherwise, the faculty member shall be obligated to teach an additional regular course in order to fulfil the prescribed workload.

8. The Director of Academics at the University of Baltistan, Skardu, shall assess and evaluate the progress and performance of Heads of Departments (HoDs) and Chairpersons on a semester basis.

7. In case of unsatisfactory performance or negligence in furnishing required information, reports, data, etc., by the Head of Department (HoD)/Chairperson, the privilege of exemption from one course or three credit hours shall not be extended to the concerned HoD(s)/ Chairperson. This applies to responsibilities related to the Registrar's office, Treasurer office, Dean/Associate Dean's office, Director of Academics, Director of Advanced Studies, Director ORIC, Director Planning and Development and Research (DASR), and the Quality Enhancement Cell (QEC).

8. The Director of Academics shall be responsible for compiling a comprehensive report that outlines the progress, achievements, and challenges encountered by the Heads of Departments (HoDs) and Chairpersons. This detailed report shall be submitted to the Vice-Chancellor for their review, consideration, and any necessary action.

9. The assessment of Heads of Departments (HoDs) and Chairpersons shall be carried out at the conclusion of each academic calendar. This evaluation process encompasses a thorough review of their administrative cooperation, academic leadership, research output, and overall contributions to departmental development.

10. Following the evaluation report, the Vice-Chancellor may undertake necessary actions, including recognizing and appreciating outstanding progress, providing guidance and mentoring for areas requiring improvement, or initiating disciplinary measures if deemed necessary. This ensures a proactive approach to fostering excellence and addressing any challenges identified during the assessment.

11. The evaluation report is considered confidential and shall only be shared with the relevant authorities. The privacy and reputation of the individuals being evaluated, namely the Heads of Departments (HoDs) and Chairpersons, shall be respected and safeguarded.

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12. To enhance the quality of teaching, the Human Resources (HR) office at the University of Baltistan, Skardu, shall organize annual training sessions for faculty members.

13. The training sessions shall encompass contemporary teaching methodologies, efficient classroom management techniques, and the latest updates in subject knowledge to ensure faculty members are equipped with the necessary skills for effective and up-to-date teaching.

14. The Heads of Departments (HoDs) and Chairpersons are required to submit a comprehensive departmental progress report, covering academics, research, seminars/conferences/workshops, publications, research grants, funded projects, trainings, new programs, theses, etc., to the Registrar's office. This submission should be completed on or before the 15th of November each year, facilitating its presentation before the Senate.

15. The appointment process for all categories, including Regular, Contractual, Teaching Associates, Research Fellows, and Visiting Faculty members, as well as staff, shall be exclusively managed through the Office of the Registrar. To streamline and expedite the procedure, Heads of Departments or Chairpersons are required to promptly submit their departmental requirements to the Registrar's Office well in advance. This proactive approach ensures ample time for a thorough review and precise processing of requests, promoting efficiency in the overall appointment process.

16. In case of unforeseen emergencies or urgent circumstances in terms of the requirement of teaching or non-teaching staff, it is essential that even these cases should be directed through the Registrar's Office. This approach shall not only facilitate the handling of matters in an appropriate manner but shall also ensure the maintenance of a centralized system, promoting effective coordination.

17. Heads of Departments (HODs) and Chairpersons are not authorized to reduce the prescribed workload of any faculty member without explicit permission from the appropriate higher authorities or without adhering to established procedures. Any deviation from this directive shall hold the concerned HOD or Chairperson responsible. It is their primary responsibility to oversee and manage their respective departments or

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units. Violations in this regard shall be treated as a breach of the decision made by the statutory body governing our institution.

18. Any Research Fellow or Teaching Associate who is absent from two consecutive lectures of any subject or is found guilty of misconduct or disobedience of the directives issued by the Head of Department (HoD) or Chairperson shall be subject to the following consequences:

- a) The concerned Head of Department or Chairperson shall issue a formal Explanation letter to the respective Research Fellow or Teaching Associate.
- b) If the Research Fellow or Teaching Associate fails to provide satisfactory compliance against the explanation letter issued earlier, the concerned Head of Department or Chairperson shall issue a formal warning letter. This letter shall clearly outline the consequences of repeated violations. Furthermore, a deduction of remuneration equivalent to the lost hours shall be implemented, based on the prescribed rate of the UoBS.
- c) If the Research Fellow or Teaching Associate fails to comply with the warning letter, a showcase notice shall be issued, outlining the gravity of the situation. This may result in severe consequences, including the immediate discontinuation of their services or termination starting from the next semester. The termination shall be executed by the Registrar's office upon the recommendations of the concerned Head of Department or Chairperson.

19. Any faculty member (Regular/TTS) who is absent from two consecutive lectures of any subject or is found guilty of misconduct or disobedience of the directives issued by the Head of Department (HoD) or Chairperson shall face the following consequences:

- a) In the case of absence from two consecutive lectures without a valid reason or prior notice, the Head of Department or Chairperson of the concerned department, shall issue an explanation letter to the faculty member(s). This letter serves the purpose of seeking clarification regarding the reasons for their absence.
- d) If the concerned faculty member(s) fails to provide satisfactory compliance against the explanation letter issued earlier, the concerned Head of Department or Chairperson shall

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issue a formal warning letter. This letter shall clearly outline the consequences of repeated violations.

- e) If there is a continued violation of the rules or directives by the faculty member, he/she shall be served a showcase notice, inquiring about the cause of the violation.
- f) If the faculty member fails to provide a satisfactory cause in response to the showcase notice, the concerned Head of Department or Chairman shall write to higher authorities, recommending necessary actions in accordance with the rules of the University of Baltistan, Skardu (UoBS) and the Higher Education Commission (HEC).

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**OFFICE OF THE REGISTRAR  
UNIVERSITY OF BALTISTAN,  
SKARDU**

Ph. #:05815:960061;

Fax #:05815:960068:

E-mail: registrar@uobs.edu.pk

**Date:** December 09, 2023

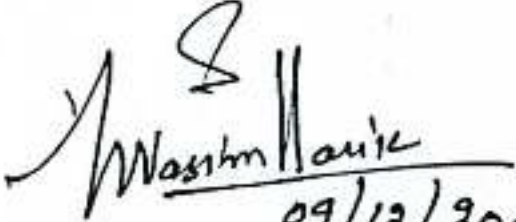
**Ref.No.** UOBS-Estt-1(3)/2018/ 4315

**NOTIFICATION**

It is notified for the information of all concerned that the Syndicate of the University of Baltistan, Skardu, in its 16<sup>th</sup> meeting held on November 27, 2023 unanimously endorsed and approved the new workload policy for faculty members. This policy will be implemented from the spring semester 2024 onwards. Moreover, all the guidelines associated with this policy, as approved by the Syndicate, are to be followed without any amendment. It is crucial to adhere to these guidelines to ensure uniformity and fairness in the implementation process.

The responsibility of implementing the new workload policy and adhering to the approved guidelines lies with the Head of Departments (HoDs). HoDs are expected to execute this policy without any compromise, ensuring that all faculty members are aware of their new workload assignments and expectations.

In cases where a department is being run by a Chairman in the absence of an HoD, it will be the Chairman's responsibility to ensure the effective implementation of the new workload policy. Timely communication, support, and guidance should be provided to faculty members by the respective HoDs/Chairmen.

  
09/12/2023  
**WASEEM ULLAH JAN MALIK**  
(Registrar)

**Cc:**

1. Secretary Vice-Chancellor, University of Baltistan, Skardu
2. Treasurer, University of Baltistan, Skardu
3. Controller of Examinations, University of Baltistan, Skardu
4. Director Academics, University of Baltistan, Skardu
5. All Directors, University of Baltistan, Skardu
6. All HoDs, University of Baltistan, Skardu
7. All Faculty Members, University of Baltistan, Skardu
8. Resident Auditor, University of Baltistan, Skardu
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