

## Amendments in Human Resources Policies and Procedures 2022

Current Rule	Revised Rule
<p><b>11.1 Position Classifications</b>            Employment at Forman Christian College is based on the following employment categories:</p> <p>a. Faculty: Persons who are directly engaged in the academic program, usually in teaching, professional research. Library personnel with teaching responsibility may be included with Rector’s approval. Faculty are classified as Professor, Associate Professor, Assistant Professor, Lecturer, and Visiting Faculty.</p> <p>b. Visiting Faculty: Persons who are directly engaged in the academic program as teachers on a part-time or short-term basis. In general, visiting faculty teach for a given term or terms and have a limited class load. They are paid for each class taught on a contract basis and are not considered full time employees of FCCU.</p> <p>c. Administrative Staff: Persons engaged in general administration and supervision of specific major functions and who report directly to the Rector or to members of the Executive Staff including library staff.</p> <p>d. Support Staff: Persons in positions of support to faculty, executive or administrative positions.</p> <p>e. Full Time Regular Employees: Faculty employed under a full time faculty contract <b>for the nine month period that the College is in session</b>, or non-faculty staff (Administrative, Support Staff) employed at least 40 hours a week in an established position.</p>	<p><b>11.1 Position Classifications</b>            Employment at Forman Christian College is based on the following employment categories:</p> <p>a. Faculty: Persons who are directly engaged in the academic program, usually in teaching, professional research. Library personnel with teaching responsibility may be included with Rector’s approval. Faculty are classified as Professor, Associate Professor, Assistant Professor, Lecturer, and Visiting Faculty.</p> <p>b. Visiting Faculty: Persons who are directly engaged in the academic program as teachers on a part-time or short-term basis. In general, visiting faculty teach for a given term or terms and have a limited class load. They are paid for each class taught on a contract basis and are not considered full time employees of FCCU.</p> <p>c. Administrative Staff: Persons engaged in general administration and supervision of specific major functions and who report directly to the Rector or to members of the Executive Staff including library staff.</p> <p>d. Support Staff: Persons in positions of support to faculty, executive or administrative positions.</p> <p>e. Full Time Regular Employees: Faculty employed under a full time faculty contract <del>for the nine month period that the College is in session</del>, or non-faculty staff (Administrative, Support Staff) employed at least 40 hours a week in an established position.</p>

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<p>f. Part Time Regular Employees: Faculty and Non faculty staff (Executive, Administration, Support Staff) employed on a normal day-to-day basis but for less than 40 hours per week.</p> <p>g. Temporary Employees: A person employed to work full or part time with the understanding that his/her employment will be terminated on a specific date or upon completing a specific assignment.</p>	<p>f. Part Time Regular Employees: Faculty and Non faculty staff (Executive, Administration, Support Staff) employed on a normal day-to-day basis but for less than 40 hours per week.</p> <p>g. Temporary Employees: A person employed to work full or part time with the understanding that his/her employment will be terminated on a specific date or upon completing a specific assignment. <span style="color: green;">Where the temporary employment is for more than nine (9) months, health and life insurance benefits should be extended. Workload/needs assessment will be required for a new established (regular) position.</span></p>

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## Amendments in Human Resources Policies and Procedures 2022

### 13.10 Extra Duty Allowance

Staff working outside of the normal work timings, in excess of the agreed upon work hours, will be compensated in the form of compensatory time off, negotiated with the individual employee's supervisor.

Where for work reasons compensatory time off cannot be given, **support staff and assistants** may be paid for the work in excess of the agreed upon hours subject to budget availability and approvals of CFO and CHRO. Extra duty allowance will be paid along with the monthly salary and rates to be approved on an annual basis by the Rector.

*(This will no longer be part of the HR Policies and Procedures Manual but annual rates record and approval will be kept separately by the HR Office)*

*Extra duty allowance rates for the year 2021-2022*

*1. Maximum extra duty allowance payable per person in any month: Rs. 10,000*

*2. Evening duty allowance for 4 hours evening duty, Mon – Fri in a month: Rs. 10,000*

*(If evening duty hours/days are less; amount to be calculated pro rata)*

*3. Extra duty allowance for day-off/holiday: Rs. 1,000 per day*

### 13.10 Extra Duty Allowance

Staff working outside of the normal work timings, in excess of the agreed upon work hours, will be compensated in the form of compensatory time off, negotiated with the individual employee's supervisor. **Staff should not be asked to work for more than 56 hours in a week including extra duty.**

Where for work reasons compensatory time off cannot be given, staff may be paid for the work in excess of the agreed upon hours for **duties directly supporting scheduled classes** and subject to budget availability. **Staff up to the level of assistant manager** may avail this allowance subject to approvals of the CFO and CHRO. Extra duty allowance will be paid along with the monthly salary and rates to be approved on an annual basis by the Rector.

*(This is no longer be part of the HR Policies and Procedures Manual but annual rates record and approval will be kept separately by the HR Office)*

*Extra duty allowance rates for the year 2022-23*

<i>Amounts</i>	<i>Support Staff and Assistants</i>	<i>Officers and Assistant Managers</i>
<i>Maximum extra duty allowance payable per person in any month</i>	<i>12,000</i>	<i>18,000</i>
<i>Evening duty allowance for 4 hours evening duty, Mon – Fri in a month (If evening duty hours/days are less; amount to be calculated pro rata)</i>	<i>12,000</i>	<i>18,000</i>
<i>Extra duty allowance for day-off/holiday</i>	<i>1,200</i>	<i>1,800</i>

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	<i>Extra duty allowance for night shift 9 pm – 6 am</i>	<i>300 per hour</i>	<i>500 per hour</i>
<p><b>13.11 Privileges and Amenities</b></p> <p><b>a. Admission and scholarship for Faculty, Staff and Dependent Children</b></p> <p>FCCU reserves a specific number of admissions for faculty and staff dependent children and siblings each year. While these slots are reserved, the same admission criteria applies to faculty and staff dependent children as applies to any other application to the FCCU. Upon admission, the faculty and staff member is entitled to 100% fee concession (based on the baccalaureate program tuition) for their dependent children who attend FCCU. A faculty or staff member with a dependent child <b>or sibling</b> attending FCCU may avail him/herself of this benefit for the duration of the normal duration of the programme. Financial aid will be provided for Intermediate, Baccalaureate and D Pharmacy. No benefit will be given for MPhil or postgraduate programmes, however, they may apply for scholarships or financial assistance through the financial aid office. This benefit applies to dependent children only <b>and siblings on a case-by-case basis</b>. Employees are only eligible to apply for the benefit after one full year of employment with FCCU. The benefit is not available under any circumstances when an employee leaves his/her employment with FCCU. <b>This benefit may be extended to the sibling on approval of the Rector.</b></p>	<p><b>13.11 Privileges and Amenities</b></p> <p><b>a. Admission and scholarship for Faculty, Staff and Dependent Children</b></p> <p>FCCU reserves a specific number of admissions for faculty and staff dependent children and siblings each year. While these slots are reserved, the same admission criteria applies to faculty and staff dependent children as applies to any other application to the FCCU. Upon admission, the faculty and staff member is entitled to 100% fee concession (based on the baccalaureate program tuition) for their dependent children who attend FCCU. A faculty or staff member with a dependent child <del>or sibling</del> attending FCCU may avail him/herself of this benefit for the duration of the normal duration of the programme. Financial aid will be provided for Intermediate, Baccalaureate and D Pharmacy. No benefit will be given for MPhil or postgraduate programmes, however, they may apply for scholarships or financial assistance through the financial aid office. This benefit applies to dependent children only <del>and siblings on a case-by-case basis</del>. Employees are only eligible to apply for the benefit after one full year of employment with FCCU. The benefit is not available under any circumstances when an employee leaves his/her employment with FCCU. <del>This benefit may be extended to the sibling on approval of the Rector.</del></p> <p><b>13.11.i. Tuition Exchange Programme:</b> Forman Christian College is a member of the Council of Independent Colleges. CIC-TEP is a network of CIC member colleges and universities that are willing to accept as students, tuition-free, full-time employees and their family members. Each participating institution in the network agrees to import a limited number of students on the same admission basis as they</p>		

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	accept all other students, without regard to the number of students it exports ( <a href="https://www.cic.edu/member-services/tuition-exchange-program">https://www.cic.edu/member-services/tuition-exchange-program</a> ).
<p><b>13.13 Leaves</b></p> <p>a. The year will be reckoned from 1st July to 30th June for the purpose of leave calculations.</p> <p>b. Failure to return to work within 3 days upon completion of a leave of absence, without approval, will constitute employee's voluntary resignation from employment with FCCU.</p>	<p><b>13.13 Leaves</b></p> <p>a. The year will be reckoned from 1st July to 30th June for the purpose of leave calculations.</p> <p>b. Failure to return to work within 3 days upon completion of a leave of absence, without approval, will constitute employee's voluntary resignation from employment with FCCU and his/her last working day would be considered as the date of resignation.</p>
<p><b>13.14 Annual Leave</b></p> <p>Employees shall be entitled to earned/privileged leave in a year, subject to the following conditions:</p> <p>a. The Deans and Chairpersons/HoDs are entitled to 22 working days annual leave. They shall be encouraged to avail their annual leave in rotation during the summer vacation.</p> <p>b. The administrative and support staff is entitled to 22 working days annual leave. They shall be encouraged to avail their annual leave. Leaves should be obtained after planning and with the consent of immediate supervisor and HoD.</p> <p>c. Normally, the academic staff is entitled to the full vacation period (which, for them in summer, begins at least one week after the start of the summer vacation and ends at least one week before college/university reopens). However the Rector can require members to devote at least part of their vacation for some specific work or assignment; in such cases, the academic staff member will be compensated for the time worked during his/her leave period.</p> <p>d. Other staff: All other staff is entitled to 22 working days annual leave.</p>	<p><b>13.14 Annual Leave</b></p> <p>Employees shall be entitled to earned/privileged leave in a year, subject to the following conditions:</p> <p>a. The Deans and Chairpersons/HoDs are entitled to 22 working days annual leave. They shall be encouraged to avail their annual leave in rotation during the summer vacation.</p> <p>b. The administrative and support staff is entitled to 22 working days annual leave. They shall be encouraged to avail their annual leave. Leaves should be obtained after planning and with the consent of immediate supervisor and HoD.</p> <p>c. Normally, the academic staff is entitled to the full vacation period (which, for them in summer, begins at least one week after the start of the summer vacation and ends at least one week before college/university reopens). However the Rector can require members to devote at least part of their vacation for some specific work or assignment; in such cases, the academic staff member will be compensated for the time worked during his/her leave period.</p> <p>d. Other staff: All other staff is entitled to 22 working days annual leave.</p>

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<p>e. Un-availed annual leave may be carried forward to the maximum of 22 working days leave to the following year but expires after that <b>and it cannot be encashed.</b></p> <p>f. At the time of separation from service, encashment of unutilized annual leaves <b>for the current year</b> may be approved by the CFO and CHRO for Deans, Chairperson/HODs, administrative and support staff.</p> <p>g. Excess annual leave taken will be deducted from the final settlement.</p> <p>Note: Annual leave accrues on the basis of period served but may be availed in advance during the year.</p>	<p>e. Un-availed annual leave may be carried forward to the maximum of 22 working days leave to the following year but expires after that <del>and it cannot be encashed.</del></p> <p>f. At the time of separation from service, encashment of unutilized annual leaves <del>for the current year</del> may be approved by the CFO and CHRO for Deans, Chairperson/HODs, administrative and support staff <b>up to a maximum of 22 working days.</b></p> <p>g. Excess annual leave taken will be deducted from the final settlement.</p> <p>Note: Annual leave accrues on the basis of period served but may be availed in advance during the year.</p>
<p><b>14.11 Faculty and Staff Professional Development</b></p> <p><b>a. Eligibility</b></p> <p>i. An employee is eligible for the benefits provided by this policy and procedures for position or job related programs and activities if the employee has completed minimum of two years of service and the job performance is rated as satisfactory or better in each year.</p> <p>ii. Staff members should meet minimum qualifications and eligibility requirements for Undergraduate or Graduate Programs.</p> <p>iii. Requires approval and recommendation of the supervisor.</p> <p>iv. The workload at the job has to be met.</p> <p>v. Executive Master’s program may be approved for a head of department on a case-by-case basis.</p> <p><b>vi. Sponsoring PhD from FCCU for faculty/staff will not be possible. <b>The faculty is encouraged to take PhD degrees from another Universities rather taking from FCCU where</b></b></p>	<p><b>14.11 Faculty and Staff Professional Development</b></p> <p><b>a. Eligibility</b></p> <p>i. An employee is eligible for the benefits provided by this policy and procedures for position or job related programs and activities if the employee has completed minimum of two years of service and the job performance is rated as satisfactory or better in each year.</p> <p>ii. Staff members should meet minimum qualifications and eligibility requirements for Undergraduate or Graduate Programs.</p> <p>iii. Requires approval and recommendation of the supervisor.</p> <p>iv. The workload at the job has to be met.</p> <p>v. Executive Master’s program may be approved for a head of department on a case-by-case basis.</p> <p>vi. Sponsoring PhD from FCCU for faculty/staff will not be possible. <del>The faculty is encouraged to take PhD degrees from another Universities rather taking from FCCU where they are</del></p>

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<p><b>15.1 Faculty Resignation</b></p> <p>Faculty are expected to serve out the full term specified in their contracts; only under extraordinary circumstances will a faculty member be released from his/her teaching duties during any given academic term. <span style="color: red;">When a faculty member does not intend to renew his/her contract at its expiration/end of academic term, he/she is expected to give notice 30 days prior to the expiration of that contract/end of academic term. In case a faculty member intends to resign during summer holidays, he/she must tender 30 days' notice. Failure to provide such timely notice could subject faculty member to pay the university an amount equal to one month's salary. When a faculty member intends to resign during the academic term, he/she must give 120 days' notice or pay to the university an amount equal to four months' salary.</span> The balance of the vested amount in the faculty members' Provident Fund account may be used for partial or full payment of this obligation of the faculty member. Upon resignation, the College is obligated to pay the resigning employee the pro-rated salary for the month in which the employee leaves his/her employment and any proceeds from the employee's Provident Fund that have accumulated as of the date of resignation. The Provident Fund distribution will be according to Provident Fund rules.</p>	<p><b>15.1 Faculty Resignation</b></p> <p>Faculty are expected to serve out the full term specified in their contracts; only under extraordinary circumstances will a faculty member be released from his/her teaching duties during any given academic term/semester. <span style="color: green;">When a faculty member does not intend to continue after the end of an academic term/semester, he/she is expected to give 30 days' notice prior to the end of the academic term/semester. When a faculty member does not intend to renew his/her contract at its expiration, he/she is expected to give 30 days' notice prior to the expiration of that contract. A faculty member will not be released during a semester or right after accepting a contract letter. A faculty member who leaves without giving appropriate notice as required above or without completing a semester will be obligated to pay 120 days' salary to the University.</span> The balance of the vested amount in the faculty members' Provident Fund/<span style="color: green;">Gratuity Fund</span> account may be used for partial or full payment of this obligation of the faculty member. Upon resignation, the University is obligated to pay the resigning employee the pro-rated salary for the month in which the employee leaves his/her employment and any proceeds from the employee's Provident Fund/<span style="color: green;">Gratuity Fund</span> which have accumulated as of the date of resignation. The Provident Fund/<span style="color: green;">Gratuity Fund</span> distribution will be according to Provident Fund/<span style="color: green;">Gratuity Fund</span> rules.</p>

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## Amendments in Human Resources Policies and Procedures 2022

<p><b>11.7 Academic Rank, Titles, Promotion</b></p> <p>a. Lecturer: Faculty with the rank of Lecturer must have a Foreign Master's degree in the relevant discipline from a recognized university/institution. In order to teach in the Bachelor's Degree (Honors) Program, Lecturers whose Master's Degree is from a Pakistan University, must have at least 18 credit hours in the relevant discipline beyond the Master's Degree. No further promotion of Non PhDs.</p> <p>b. Assistant Professor: In general, to qualify for an appointment at the rank of Assistant Professor a candidate must have a PhD degree.</p> <p>c. Associate Professor: In general, to qualify for an appointment as an Associate Professor, a candidate must have a PhD plus ten years' teaching/research experience of which 4 years are post PhD; or 5-years' post-PhD teaching/research experience. The applicant must have 10 research publications (with at least 4 publications in the last 5 years) in the recognized journals.</p> <p>d. Professor: In general, to qualify for an appointment as a Professor, a candidate must have a PhD degree plus 15-years teaching/research and at least 8 years post PhD. level experience; or 10-years post-PhD teaching/research experience. The applicant must have 15 research publications (with at least 5 publications in the last 5 years) in the recognized journals.</p>	<p><b>11.7 Academic Rank, Titles, Promotion</b></p> <p>a. Lecturer: Faculty with the rank of Lecturer must have a Foreign Master's degree in the relevant discipline from a recognized university/institution. In order to teach in the Bachelor's Degree (Honors) Program, Lecturers whose Master's Degree is from a Pakistan University, must have at least 18 credit hours in the relevant discipline beyond the Master's Degree. No further promotion of Non PhDs.</p> <p>b. Assistant Professor: In general, to qualify for an appointment at the rank of Assistant Professor a candidate must have a PhD degree.</p> <p>c. Associate Professor: In general, to qualify for an appointment as an Associate Professor, a candidate must have a PhD plus ten years' teaching/research experience of which 4 years are post PhD; or 5-years' post-PhD teaching/research experience. The applicant must have 10 research publications (with at least 4 publications in the last 5 years) in the recognized journals.</p> <p>d. Professor: In general, to qualify for an appointment as a Professor, a candidate must have a PhD degree plus 15-years teaching/research and at least 8 years post PhD. level experience; or 10-years post-PhD teaching/research experience. The applicant must have 15 research publications (with at least 5 publications in the last 5 years) in the recognized journals.</p>
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<p>e. As per HEC notification, implementation of the requirements of post-PhD experience of 8 years for appointment of Professor and 4 years for appointment of Associate Professors is relaxed till December 31, 2021.</p> <p>f. All promotions shall be made on the merit of each case and no employee shall have a claim to be promoted to a particular post or grade by virtue of seniority alone. For faculty promotions, recommendation from the Academic Standards Committee will be required. Promotions will be made on the basis of performance and merit.</p>	<p>e. As per HEC notification, implementation of the requirements of post-PhD experience of 8 years for appointment of Professor and 4 years for appointment of Associate Professors is relaxed till December 31, 2021.</p> <p>f. All promotions shall be made on the merit of each case and no employee shall have a claim to be promoted to a particular post or grade by virtue of seniority alone. For faculty promotions, recommendation from the Academic Standards Committee will be required. Promotions will be made on the basis of performance and merit.</p> <p><b>g. Emeritus Professor: Terms of Reference</b></p> <p>From time to time, the University may wish to acknowledge outstanding and lengthy service to the institution at the time of retirement (i.e., end of contract) by conferring the honorary title of <i>Emeritus Professor</i>.</p> <p><b>i. Provision of Posts</b></p> <p>The University can grant the title of Emeritus Professors as it deems fit based on the following criteria and procedure.</p> <p><b>ii. Eligibility</b></p> <p>A. Full-time full Professors in good standing can be considered upon retirement.</p> <p>B. The faculty member should have served the institution for an extended period of time.</p>

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	<p>C. This rank is prestigious and is reserved for a select few making noteworthy contributions to the students and community of Forman Christian College (A Chartered University).</p> <p><b>iii. Procedure</b></p> <p>A. After a final-year full-time contract has been issued to a faculty member, the Vice Rector can elect to nominate the faculty member. The Vice Rector is not under compulsion to nominate all those who are retiring but can do so based on meritorious service to FCCU with longevity.</p> <p>B. The Rector will then present the nominee for acclimation by the Academic Council and the Board of Governors.</p> <p><b>iv. Terms and Conditions</b></p> <p>A. The status of Emeritus Professor is for lifetime, as long as the faculty member remains in good standing with the University.</p> <p>B. Emeritus Professors are welcomed and encouraged to continue contributing to the Forman academic community for as long as they are willing and able, including supervising research, teaching on a visiting basis, and participation in Commencement and other campus events.</p> <p>C. Emeritus Professors have no student advising or administrative duties.</p> <p>D. Emeritus Professors have the following privileges:</p> <ul style="list-style-type: none"> <li>• Use of this title in their signature and for publications</li> <li>• Voice and vote in Board of Studies, Board of Faculty, and Academic Council meetings</li> <li>• Continued use of their official FCCU email address</li> <li>• Access to campus facilities</li> </ul>

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	<p>E. In coordination with the Vice Rector, the faculty member can continue to teach a course or two per semester per the willingness of the faculty member to continue.</p> <ul style="list-style-type: none"><li>• Compensation and expectations will be per visiting faculty basis.</li><li>• Fitness to teach will be determined on a year-by-year basis by the Vice Rector in consultation with the relevant Dean and Department Chair.</li></ul> <p>These Terms of Reference are not applicable retroactively but will only be used prospectively from the date of adoption by the Board of Governors.</p>

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