



MOHAMMAD ALI JINNAH UNIVERSITY

MAJU QEC

**Faculty
Development
Policy**

2022



Faculty Development Policy

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Mohammad Ali Jinnah University

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1.0 Faculty Development Program

The development and success of an organization depends on its mission and the accessibility of skilled workforce that is able to deliver desired outcomes for existing and future challenges of the University. The aim of this policy is to outline the role of training at University so that employees shall be provided with the necessary skills.

The M.A.J. University be acquainted with each faculty's ambition for self-growth and development as a natural human desire, and ensures that these desires are focused to meet the needs and requirements of the university, this is achieved by providing equal and fair opportunities for growth on the basis of individuals 'ability to perform and an enabling environment that promotes a culture of high ethical values and excellent standards of performance. It helps the employees to fulfill the requirements of their career path.

In addition to that the pivotal reason for such growth opportunities to employees is to constantly maintain a pool of skilled and competent workforce that can be placed in appropriate positions in case of scheduled and/or unscheduled vacancies arising due to different reasons. Career Plan addresses the growth path for each employee based on his other performance, suitability for the position and growth potential that is aligned with the existing and future positions. Career development will be an ongoing process in the University where employees will:

- ✓ Explore their interests and abilities.
- ✓ Strategically plan their career goals.
- ✓ Create their future work success by learning and developing action plans to help them achieve their goals.

1.1 Employee Training & Development

Training will also ensure that employees are supported through training and development to assist them in achieving their best potential in line with University's objectives. M.A.J. University believes in continuous investment (through training) to maintain and enhance its competitive edge and encourages intensive training and development programs in order to achieve an optimum level of performance and the employees' full potential. That is why employees are encouraged to participate in work-related trainings, including professional development classes, workshops, and conferences. Other details are as follows:

- ✓ The employees will have to fill the bond before receiving any training and scholarship for both national and international level.
- ✓ The bond must show the years to be served in the University on the completion of training, depending upon the nature of training an employee has acquired.
- ✓ The employees, who have been sent to trainings outside the organization, will deliver the same training to other colleagues.

1.2 Educational Development and Professional Growth

MAJU offers PhD program in which faculty member may enroll. All those employees who are permanent may get Assistance-ship in Fees & dues under the assistance-ship policy if he/she wants to get admission in any Mohammad Ali Jinnah University. The employee must be admitted on open merit seat in Mohammad Ali Jinnah University.

Those pursuing PhD from MAJU may be entitled for 1 course reduction in Teaching load and support during research phase. Moreover, tuition fee shall be reduced by half, if maintaining good academic standing. However, faculty will be asked to fill a service bond of 2 years after the completion of PhD.

1.3 Support for Conference Presentation

MAJU encourage its faculty members to present their research work in international conferences. If the faculty member gets receives the approval from HEC for conference cost, MAJU may provide the loan to faculty members against HEC approval.

1.4 Study Leave: subject to Approval

Leave for foreign or local training or study leave may be allowed Study leave may be granted. Prior approval is required by the Head. MAJU will support foreign training of its employees only if the training / study is in an area of interest to the MAJU.

1.5 Employee Benefits

The following employee benefits are available for our esteemed faculty members.

- ✓ Provident Fund
- ✓ Health Insurance
- ✓ EOBI fund
- ✓ Medical Leaves
- ✓ Study Scholarships
- ✓ R&D Fund
- ✓ Personal Loan
- ✓ Faculty exchange program

2.0 Faculty Consultancy & Training Policy

2.1 Purpose

Mohammad Ali Jinnah University encourages the faculty members to upgrade their skills through professional development by undertaking industrial projects and other consultancy projects. Such development may not only benefit the faculty member but also to the University. This will help the University to strengthen and build new contacts and associations with the industry. Hence, Mohammad Ali Jinnah University recommends the faculty to engage in outside consulting provided such activities present no conflicts of interest and are kept within reasonable bounds. Faculty/staff involved in design/supervision/training/consultancy role will ensure that the University must receive the due benefits as possible outcomes or results of such industrial engagement such as,

- a. Increased and strengthen industry engagement
- b. Advance research at Master and PhD level
- c. Funding opportunities for student's final year projects (FYP's)
- d. Opportunities for student internships and job placements
- e. Elevates the level of research capacity

This document states the formal procedure and processes aiming to cater the management of all sorts of consultancy and related activities while guarding the highest level of professional standards and assurance of the delivery of benefits stated above.

The underlying policy is projected to communicate and provide the basic information required before assuming any consultancy work of any sort in accordance with the University approved procedures.

The scope of this policy is applicable and covers all fulltime faculty members and staff of Mohammad Ali Jinnah University.

2.2 Consultancy

The definition of covers the provision of any of the following to an external organization for a fee,

- a) Advice
- b) Information
- c) Training
- d) Expert opinion (subject matter expert)
- e) Other professional services

However, this policy is not applicable to the following which are not termed as consultancy work,

- a) External Examiner Duties
- b) Reviewing publications
- c) Appearances in media
- d) Authorship of, or royalties from, the publication of books
- e) The dissemination of primary knowledge (i.e. education)
- f) Voluntary duties for the society such as related to but not limited to HEC, Regulatory Councils (PEC etc.) IEEE, and ACM etc.

3.0 Policy on improving the quality of working life (Health, Safety and Security) of the internal community

Mohammad Ali Jinnah University is very conscious of the health, safety and security of its students, staff and faculty at its campus, a comprehensive policy is in place and it is made sure that this policy is implemented in letter and spirit. The policy is based on the firm conviction that accidents, which cause personal injury or damage to property or the environment, can be prevented. No phase of university business or operation is of greater importance than the health, safety and security. It is the responsibility of all to comply with the policy and to work in such a manner so as to prevent injuries to themselves and others and to prevent damage to the environment.

A University Wide Committee comprising of members from different departments is ensuring that all health, safety and security measures are in place and are updated on regular basis, as and when required. A dispensary is also available in the university so as to give first aid to the students, staff and faculty. Departmental Health and Safety Committees are not only actively pursuing the university policy, but also train its students to give them awareness about learn and know what to do in an emergency.

Committee is looking after the following activities

- ✓ Health and safety seminars workshops for students, staff and faculty
- ✓ health and safety trainings at the start of each regular semester for undergraduate students, particularly for each lab course of the semester
- ✓ Health and safety trainings of graduate students during research through experimental testing in lab.
- ✓ Monitoring of health, safety and security measures

4.0 Policy on Faculty & Student Exchange Programs & International Exposure

Mohammad Ali Jinnah University aims to increase international exposure of the faculty/staff and students through the exchange programs. In pursuit of the said target, the University is determined to establish formal bindings, contract or MOUs with foreign Universities and Institutions. This policy entails the details and description of Mohammad Ali Jinnah University formal ideology towards the priority subject of increasing the faculty/staff and student's international exposure. The scope of this policy applies to the faculty/staff and students of Mohammad Ali Jinnah University.

4.1 Policy Statement:

MAJU will seek to establish contracts or MOUs for exchange with the foreign Universities and institutions based upon the principles of respect for sovereignty, equality and mutual benefit. The exchanges will be based on at least any one of the following categories,

- a) The exchange of academic staff and faculty members
 - b) Exchange of students
 - c) Exchange of information and material on the program of research
 - d) Collaboration on research projects
 - e) Organize symposiums, conferences, and meeting on research issues
- ✓ The implementation and details of any of the exchange mentioned above should be negotiated well in advance based on the mutual agreement of MAJU and foreign institution.
 - ✓ English should be the official language for drafting the agreement. There should be two copies of agreement and each party namely MAJU and foreign institution should retain one signed copy of the agreement.
 - ✓ The agreement stands active and implementation will be exercised from the date of its signing and can be revised based upon mutual consent of the two institutions.
 - ✓ Each party can cancel the agreement but to do that a prior notice of 6 months should be served.
 - ✓ The signing authority for this policy liaise with the Dean Academics, or Dean of the Faculty.
 - ✓ Following categorical details should be discussed and negotiated individually with the foreign institutions,
 - a) General Terms & Conditions
 - b) Duration of Stay
 - c) Number of Exchanges for Faculty and or Students
 - d) Selection of Exchange Students and Acceptance Procedures
 - e) Study Program
 - f) Assessment, Academic Record & Accreditation
 - g) Tuition & Other Fees
 - h) Health Insurance
 - i) Accommodation
 - j) Visa Agreements
 - k) Exchange Students Obligation & Host University Rights
 - l) Commencement, Renewal and Termination

5.0 Policy for National Linkages

5.1 Objective:

In pursuit of being a sustainable organization, Mohammad Ali Jinnah University is committed to strive hard and deliver cutting edge solutions for the benefits of the society. Moreover, the University is committed to engage for the achievement of this objective to work with government, private sector, universities, and other academic institutions hereinafter referred as “the institution”. Therefore, Mohammad Ali Jinnah University hereby declares and enforces its Policy for National Linkages as per the following,

5.2 Scope:

This policy applies to all concerned faculty and staff of Mohammad Ali Jinnah University and other officials who are employed by the University. Moreover. The scope of collaboration of this university covers focused and objective oriented research, consultancies and training projects, engaging professionals from different entities in the conduct of classes and other areas of mutual interest.

5.3 Policy Statement:

- ✓ In case member of faculty/staff is involved in any sort and capacity of consultancy and training than the due compliance of Mohammad Ali Jinnah University’s policy for consultancy and training should be made and ensured.
- ✓ If the consultancy project is acquired by the Center of Executive Learning, Development & Diversity (CELDD) and executed by the member of faculty or staff than the share of post expense income will based on the prior negotiation among member of faculty or staff and CELDD.
- ✓ Faculty members are encouraged to work in alliance with Office of Research, Innovation & Commercialization (ORIC) for submission of proposals to secure funding from the institutions. The share that a faculty member can retain depends upon the prior deliberations and negotiations with ORIC. It is highly likely that a faculty member can retain the whole sum of the envisaged amount in the project proposal.
- ✓ Such an effort by the faculty member will be appraised in the annual performance report (APR).
- ✓ All responsible offices of the University namely ORIC, CELDD, Academic Office, Dean’s Office, HoD Office and others shall be empowered to sign Memorandums of Understanding (MOUs) with the institutions, with the prior approval of competent authority.
- ✓ Organizing committees of Research Conference, Seminars and Colloquiums etc. shall explore opportunities of partnering with concerned institutions.

For implementation of the above policy the following processes shall be adopted:

- ✓ The school shall implement the policy through its faculty, programs, departments, centers and other recognized bodies.
- ✓ Faculty member shall invite guest speakers and organize visits to any one of the institutions in each semester.

- ✓ Prior information about the guest speaker will be shared by faculty with respective Head of the Department who in turn will share the same information with the rest of the departmental faculty, who may also want their participants to attend the guest speaker lecture.
 - ✓ For industry visits, faculty will inform concerned Program Manager and Manager Administration and take prior approval from concerned Head of Department. Logistics shall be arranged through by the Administration Department and the faculty will require an industry visit report from the participants as an assignment component for the course.
 - ✓ Faculty shall be encouraged to undertake consultancy assignment(s) with entities to keep themselves abreast with emerging trends and contemporary needs of the market. Faculty member must report his/her consultancy engagement to dean, and with the consent of client shall share learning from the consultancy assignments with colleagues and participants in the form of examples and short cases etc.
 - ✓ ORIC shall share opportunities for projects with faculty. Interested members shall develop and submit proposals as per the Terms of Reference with approval of the Dean, and in intimation to ORIC.
 - ✓ Organizing committees/focal person for organizing conferences, colloquia and seminars etc. would be encouraged to invite relevant entities for partnership. Scope and modalities of partnership will be approved by the Dean on case to case basis.
 - ✓ All trainings by SBE faculty will be conducted through CEE.
- a) Faculty may find training opportunities through their personal network, network with institutions and other platforms. Once the opportunity is identified, respective faculty will share details and submit expression of interest to Director of CELDD for conducting training(s). Director CELDD and faculty member will further negotiate and decide modalities, with the client.
 - b) In case training opportunity is identified by CELDD, same would be shared with relevant faculty members. Faculty, having requisite qualification for the specific training, would submit his/her expression of interest to conduct training to Director CELDD, who based on the qualification and requirements of clients would make decision for selection of trainers for each training program. Director CELDD will share (if possible) two Trainer profiles of faculty members with the client as per industry norm.
 - c) Training remuneration will be determined based on the profile, experience, training portfolio and previous training feedbacks. Director CELDD will determine the remuneration in consultation with the concerned faculty, prior to the execution of the training program.
- ✓ Signing of the MOUs with the entities will be prerogative of respective Departments, Program Offices and Centers, as per following guideline:
 - a) If scope of partnership encompasses school level activities, Dean SBE may sign the MOU.
 - b) If scope of MOU is limited to the mandate of a respective Department, Program Office, Center, the MOU may be signed by the respective head. Before signing, respective head would request related University Management Departments i.e. Office of Registrar, Finance & Accounts Department, ORIC etc. for vetting the draft, and Dean of the faculty for approval.
 - c) Registry of all the MOUs signed by the school shall be maintained at the Dean Office.

6.0 Policy on International Linkages

6.1 Objective:

In pursuit of being a sustainable organization, Mohammad Ali Jinnah University is committed to strive hard and deliver cutting edge solutions for the benefits of the society. Moreover, the University is committed to engage for the achievement of this objective to work with international community including government, private sector, universities and other academic institutions hereinafter referred as “the institution”. Therefore, Mohammad Ali Jinnah University hereby declares and enforces its Policy for International Linkages as per the following,

6.2 Scope:

The application of this policy is linked to all international linkages that need a formal agreement at the level of the institution and or its administrative units.

6.3 Definitions:

- ✓ Any foreign entity (Government, University, Company etc.) hereinafter referred as “the institution”.
- ✓ “Approval Officer” means the representative of Mohammad Ali Jinnah University who can exercise the authority of approval of building a formal linkage.
- ✓ “Institutional Resources” refer to the resources of the University and are not limited to just human and financial resources but also include courses, academic program, degree and the like.
- ✓ “Formal International Linkage” means a legal inter-institutional agreement between Mohammad Ali Jinnah University and any institution abroad. The collaboration can comprise of the commitment of institutional resources in such matters as collaborative research, joint academic and scholarly activities, exchange of publications, student and/or staff exchange programs, and collaborative degree programs.
- ✓ “Informal International Linkage” means a mutual relationship across boundaries among faculty members, students, administration that requires no involvement of resources.

6.4 Policy Statement:

- ✓ Mohammad Ali Jinnah University considers the establishment of informal international linkage as desirable feature of academic life in order to strengthen collaboration of mutual interest.
- ✓ Formal International Linkages should be considered only when needed to provide the framework and support activities/programs for commitments of institutional resources.
- ✓ Duplication and redundancy in formal international agreements should be avoided.
- ✓ Proponents (administrative unit proposing collaboration) of a Formal International Linkage must demonstrate the value of the linkage and the availability and appropriateness of any institutional resources.
- ✓ Formal International Linkages are approved by the most relevant and convenient approval officer, as determined the competent authority of the University.
- ✓ The approval officer must ensure that the proposed linkage “adds value,” especially in light of the academic and strategic plans of the University and the proponent unit(s).
- ✓ The approval officer must ensure that any requisite institutional resources are available and committed.

- ✓ The approval officer must ensure that all necessary legal agreements or MOUs are in place.
- ✓ The approval officer must sign, or secure the necessary signatures, on any such agreements or MOUs.

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