



KARACHI METROPOLITAN UNIVERSITY

ST-2, Block M, North Nazimabad, Karachi

Dated: 15th April 2026

KMU VISITING FACULTY POLICY

Karachi Metropolitan University may appoint Visiting Faculty to support academic departments in delivering courses where regular faculty members are not available or where additional teaching expertise is required. The appointment of Visiting Faculty is intended to ensure continuity of teaching, maintain academic standards, and facilitate the effective conduct of academic programs.

2. This policy outlines the procedure for the appointment of Visiting Faculty, attendance monitoring, performance evaluation, remuneration, and assignment of additional courses to internal employees of the University. All such appointments and related matters shall be governed in accordance with the provisions of this policy and subject to approval by the competent authority.

i. PROCEDURE FOR APPOINTMENT

To ensure smooth functioning of the academic departments, the following procedure shall be followed for the appointment of Visiting Faculty at Karachi Metropolitan University:

- a) Before the commencement of each academic session, the academic departments shall prepare a list of courses to be offered to the Visiting Faculty in case regular faculty is not available.
- b) The concerned Chairperson shall forward the requirement of Visiting Faculty along with the course titles, duly endorsed by the concerned Principal and Dean, to the Office of Registrar two months prior to the commencement of session.
- c) Subject to approval of the competent authority, the advertisement against the positions of Visiting Faculty shall be issued through social media. The candidate CVs shall be received through the online recruitment form.
- d) The applications received shall be screened and shortlisted as per the eligibility criteria.
- e) The shortlisted candidates shall appear before the Selection Committee(s) constituted by the competent authority for the conduct of demo lectures and interviews.
- f) The Selection Committee shall submit its recommendations to the competent authority for approval.
- g) Offer of appointment letters shall be issued by the Office of Registrar at least two weeks prior to the commencement of the session.



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ii. ATTENDANCE MONITORING

- a) The attendance of the Visiting Faculty shall be monitored through biometric attendance system.

iii. ELIGIBILITY CRITERIA

- a) As per HEC/PMDC guidelines.
- b) In case of high-profile industry leaders, the qualification criteria may be relaxed.

iv. RESPONSIBILITIES

- a) Visiting Faculty members shall perform teaching and exam related duties.

v. REMUNERATION

- a) Visiting Faculty remuneration rates shall be as under:

Position	Rate per hour (all inclusive)
Professor	Rs. 2000 - 2300
Associate Professor	Rs. 1700 - 1900
Assistant Professor	Rs. 1500 - 1700
Senior Registrar	Rs. 1200 - 1400
Demonstrator/Lecturer	Rs. 1000 - 1200

- b) The remuneration shall be commensurate with qualification and experience. The competent authority may grant a higher remuneration in case of exceptional qualifications/experience.
- c) Professional/industry work experience and international qualifications shall be given preference.
- d) The remuneration shall be disbursed in two installments in case of semester system, and three installments in case of annual system.

vi. ASSIGNMENT OF ADDITIONAL COURSES TO THE INTERNAL EMPLOYEES OF KMU

- a) The internal employees of Karachi Metropolitan University may be allowed to teach a maximum of two courses, subject to the recommendation of the concerned HoD/in charge and approval of the competent authority.



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- b) For the teaching staff, the additional courses may be allowed beyond the following standard teaching load assigned:

Position	Standard Teaching Load *
Professor	1-2 classes (3-6 credit hours)
Associate Professor	2 classes (6 credit hours)
Assistant Professor/Senior Registrar	3 classes (9 credit hours)
Lecturer	4 classes (12 credit hours)

* Load is per semester. For the annual system, the load is doubled.

- c) The remuneration rates for the internal employees shall be as under:

Position	Rate per hour (all inclusive)
Professor	Rs. 1500 - 1725
Associate Professor	Rs. 1275 - 1425
Assistant Professor	Rs. 1125 - 1275
Senior Registrar	Rs. 900 - 1050
Demonstrator/Lecturer	Rs. 750 - 900

vii. PERFORMANCE EVALUATION AND CONTRACT RENEWAL

- a) The concerned Chairpersons shall submit duly endorsed performance evaluation reports as per the prescribed format to the Office of Registrar based on which the contract may be considered for renewal.
- b) The performance evaluation reports should reach the Department of HR one month in advance of the contract expiration.

viii. AMENDMENTS

The competent authority reserves the right to amend, revise, or update this policy from time to time as deemed necessary.