

Pakistan Institute of Fashion and Design

Chartered by the Government of Pakistan

Ref: PIFD/REG/2025/ 1250
Dated: 28th August, 2025

All Heads of Departments (Academic),
Pakistan Institute of Fashion and Design,
Lahore.

SUBJECT: POLICY AND PROCEDURES FOR HIRING OF VISITING FACULTY

It is to inform you that the Policy and Procedures for hiring of visiting faculty, consultants / technical experts etc. were developed and the same were placed before that the Senate of PIFD in its 15th meeting held on 20th December 2024 which were referred to HR Committee of PIFD for approval. The Human Resource Committee in its meeting held on 28th February, 2025 approved the Policy and Procedures for Hiring of Visiting Faculty.

2. The copy of the same is hereby circulated for information, record and strict compliance.


Dr. Muhammad Afzal
Registrar

CC: SPS to the Vice Chancellor
Web Master to upload at the website of PIFD

**POLICY AND STANDARD OPERATING PROCEDURES (SOPS) REGARDING
HIRING AND MAINTAINING A POOL OF VISITING FACULTY, CONSULTANTS /
TECHNICAL EXPERTS ETC.**

These SOPs provide a framework for hiring and maintaining a pool of visiting faculty, ensuring that the institution can attract and retain high-quality educators to support its academic programs.

HIRING PROCEDURE

The cases of hiring of Visiting Faculty, Consultants / Technical Experts, etc. will be forwarded according to following Policy and Standard Operating Procedures.

1. The concerned Course Coordinator will thoroughly review the need of Visiting Faculty and raised the requirement with proper justification and reasoning. The load of work of other available teachers with student / faculty ratio will also be mentioned.
2. The concerned Course Coordinator will forward the case to the office of the Registrar well before time and altogether. The requests of hiring of Visiting Faculty will be sent before commencement of the semester.
3. The advertisement for Visiting Faculty / Consultants / Technical Experts will be advertised by the Registrar Office on PIFD's Website and its Facebook / Instagram Page.
4. The applications will be scrutinized by the relevant Scrutiny Committee(s) and forward the shortlisted candidate's applications to the Concerned Department for interviews.
5. A Committee comprising of the following will interview the shortlisted applicants:
 - i. Course Coordinator of the concerned Department Convener
 - ii. Deputy Course Coordinator of the concerned Department Member
 - iii. Senior Faculty Member of the concerned Department Member
(not below the rank of Lecturer)
 - iv. Assistant Secretary
6. The concerned Course Coordinator will forward the recommendations of the Committee to the Registrar Office along-with recommended remuneration according to salary guide lines (approved by the Syndicate from time to time), and notified rates for guest speakers and technical experts / subject specialist as per their qualification & experience.
7. The Registrar Office will submit the case to the Vice Chancellor, for approval.
8. After seeking approval of the Vice Chancellor, the Registrar Office will issue offer letter to the candidate and the appointee will join afterwards. It is pertinent to mention here that emoluments will not be paid to the appointee for the period during which he/she render his/her services before the issuance of offer letter to him/her.

9. All the appointments of visiting faculty will be initially for a period of one Semester which will be extendable upto one semester only.
10. In case the services of visiting faculty/consultant/technical expert are required for a longer period then a new case may be sent by the concerned department for advertisement process.
11. The services of any visiting faculty may be terminated with immediate effect on the basis of unsatisfactory report during the semester, if reported by the concerned Course Coordinator and he / she will be paid according to period/days attended only.

MAINTAINING A POOL OF VISITING FACULTY

1. **Advertisement:** The advertisement for Visiting Faculty / Consultants / Technical Experts will be advertised by the Registrar Office on PIFD's Website and its Facebook / Instagram Page. The applications received shall be scrutinized and shortlisted by the Scrutiny Committee before adding them to the pool.
2. **Database Creation:** Create a database of potential visiting faculty, including their qualifications, experience, and areas of expertise.
3. **Regular Updates:** The database will be updated annually to ensure it remains current and relevant.
4. **Communication:** Maintain communication with potential visiting faculty to inform them of opportunities and to gauge their interest.
5. **Evaluation:** Evaluate the performance of visiting faculty and provide feedback to improve their teaching and research.
6. **Pool Management:** Manage the pool of visiting faculty to ensure a diverse range of expertise and availability.
7. **Reporting:** Maintain records and reports on the pool of visiting faculty, including their utilization and impact on the institution's programs.
8. **Review and Revision:** Regularly review and revise the pool management process to ensure it remains effective and efficient.