

## Visiting Faculty Member (VFM) Contract Form

Personal Information		
<b>Full Name</b>	<b>Current Address</b>	<b>VF Code</b>
<b>Phone</b>	<b>CNIC</b>	<b>Date of Birth</b>
<b>Mobile</b>	<b>Email</b>	<b>Gender</b>
Academic and Professional Qualification (List last 2 with most recent first)		
<b>Degree Title</b>	<b>Area/Subject</b>	<b>Year/Session</b>
<b>University/Institute</b>		<b>Division/CGPA</b>
<b>Degree Title</b>	<b>Area/Subject</b>	<b>Year/Session</b>
<b>University/Institute</b>		<b>Division/CGPA</b>
Professional Certifications and Relevant Training (List the most recent first)		
<b>Certification/Training</b>	<b>Institute</b>	<b>Year</b>
Work Experience		
<b>Teaching Experience</b>	<b>Post MS/MPhil Experience</b>	<b>Professional Experience</b>
Employment Information (List last two with most recent first)		
<b>1. Employer</b>	<b>Designation</b>	
<b>Starting Date</b> (dd/mm/yy)	<b>Ending Date</b> (dd/mm/yy)	
<b>Part-Time /Full-Time</b>	<b>City and Country</b>	
<b>2. Employer</b>	<b>Designation</b>	
<b>Starting Date</b> (dd/mm/yy)	<b>Ending Date</b> (dd/mm/yy)	
<b>Part-Time Full-Time</b>	<b>City and Country</b>	
<b>VFM</b> <small>(I declare that the information provided above is correct to my knowledge and I have not concealed any information)</small>	<b>Name</b>	<b>Signature with date</b>

<b>Teaching Experience</b> (List last four)					
Sr	Course Taught	University/Institute			Year
1					
2					
3					
4					
<b>Previous Teaching Experience at UMT</b> (List last three with the most recent and relevant first)					
Sr.	Course Taught	School/Institute	Department	Year	
1					
2					
3					
<b>Details of Course(s) Assigned</b> (Please Mention Semester & Year)					
<b>Semester (YYYY):</b>		<b>SPRING</b>	<b>FALL</b>	<b>SUMMER</b>	
<b>School/Institute:</b>		<b>Department:</b>		<b>Course Level:</b>	
<b>1. Course Title</b>		<b>Course Code</b>	<b>Credit Hours</b>	<b>Section</b>	<b>Minimum class-size</b>
<b>2. Course Title</b>		<b>Course Code</b>	<b>Credit Hours</b>	<b>Section</b>	<b>Minimum class-size</b>
<b>Additional Course/s</b>		<b>Course Code</b>	<b>Credit Hours</b>	<b>Section</b>	<b>Minimum class-size</b>
<b>3.</b>					<b>YES/NO</b>
<b>4.</b>					
<b>VFM</b> (I declare that the information provided above is correct to my knowledge and I have not concealed any information)		<b>Name</b>	<b>Signature with date</b>		
<b>Chairperson</b>		<b>Name</b>	<b>Signature with date</b>		
<b>Dean/Director</b>		<b>Name</b>	<b>Signature with date</b>		

<b>Remuneration to be Paid:</b> (as per VF policy)		<b>OHCM:</b>
<b>Terms and Conditions</b>		
<ol style="list-style-type: none"> <li>1. The minimum qualification of academic VFM shall be MS or equivalent (18 years) in the relevant field along with 3 years teaching experience unless the incumbent is graduated from QS 100 universities.</li> <li>2. The minimum qualification of industrial VFM shall be 16 years qualification along with 10 years industrial experience unless the incumbent is graduated from QS 100 universities.</li> <li>3. All VFM shall be a graduate from a university that is recognized by Higher Education Commission (HEC).</li> <li>4. All VFMs are required to have relevant educational qualification and/or relevant work experience, with respect to the assigned subject course. This will be verified through the submission of relevant educational and work experience documents. Provision of these documents (Originals for verification by OHR) is the sole responsibility of VFM. Failure to do so will result in the remuneration being held.</li> <li>5. The VFM will adhere to the timetable provided to him by the Chairperson/Dean/Director and will use the methodologies i.e. presentations, quizzes, handouts etc. to the best of his knowledge and resources.</li> <li>6. Remuneration rate will be applied (as per VFM Policy) subject to deduction of tax as per law.</li> <li>7. Payment of remuneration is subject to on-line and on-time submission of all results of all assessments, including Midterms, finals, assignments, quizzes, presentations, projects, etc.</li> <li>8. The payment shall be made after completion of semester subject to satisfaction of Sr.6 and above.</li> <li>9. The VFM is bound and liable to teach the whole semester i.e. complete the course(s) assigned to him to the satisfaction of the Chairperson of the department.</li> <li>10. Any information mis-reported and/or concealed will result in the termination of this contract.</li> </ol>		
<b>VFM</b> (Read, Understood, Acknowledged, and agreed upon all the rates, terms and conditions mentioned in this documents)	<b>Name</b>	<b>Signature with date</b>
<b>Manager –Talent Acquisition Faculty</b>	<b>Name</b>	<b>Signature with date</b>
<b>Manager -Compensation Benefits &amp; Payroll</b>	<b>Name</b>	<b>Signature with date</b>
<b>Head OHCM</b>	<b>Name</b>	<b>Signature with date</b>