



**Application Form for Visiting Faculty (Spring – 2024)**

Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

CNIC #: \_\_\_\_\_ Gender: \_\_\_\_\_

Study Area: \_\_\_\_\_ Specialization: \_\_\_\_\_

Subjects Applied: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Educational Details** (highest to lowest):

S/No	Degree Title	Disciplines	Specialization	Passing Year	University/ Board	Univ. Ranking (as per QS*)	Obtained Marks/ Percentage/ GPA	Total Marks/ Percentage/ GPA
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

• **Other Information (If any):**

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**Teaching Experience Details:**

S/No	University	Subjects Taught	UG/ PG	Start (Month/Year)	End (Month/Year)
1					
2					
3					
4					
5					

\*UG – Undergraduate; PG – Post Graduate

**Total Teaching Experience (years & months):** \_\_\_\_\_ Years \_\_\_\_\_ Months



### Professional Experience Details:

S/No	Organization	Designation	Responsibilities	Start (Month/Year)	End (Month/Year)
1					
2					
3					
4					
5					

**Total Professional Experience (years & months):** \_\_\_\_\_ Years \_\_\_\_\_ Months

### Declaration

I certify that all information stated in this form is true and complete. In case of any fraudulent information, your institution has right to cancel the contract and take legal actions against me.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

### Code of Conduct

1. Visiting faculty member must make sure to observe the class timings.
2. Visiting faculty members must make sure to follow the rules and regulations of department/university regarding the conduct of exams, submission of results and holding different class activities during the semester provided to them in course folder.
3. Students' feedback will be obtained by the end of semester and it will also be shared with the concerned faculty member.
4. Visiting faculty will be hired for only 1 semester. However, depending upon students' feedback his/her services might be extended to next semester on the recommendation of course allocation committee.
5. As per rules of the University, a Visiting faculty member can teach a maximum of 6 credit hours in a semester in university in all departments in anytime.



### Documents required to be attached

1. Application Form duly filled (Over writing/cutting is not allowed)
2. Update CV
3. CNIC Copy (Attested)
4. Passport Size Picture with white background (Attested from back side)
5. All Educational Documents (Attested)
6. All Experiences certificates (Attested)
7. Equivalence certificate (s) in case of having any foreign degree (Attested)
8. Course Outline(s) of the subject(s) applying including 16-weeks work and activities plan.
9. A declaration letter that visiting employment at QASMS, Quaid-i-Azam University does not affect his/her official duties (In case the applicant is currently employed in any organization).

### (For Official Use Only)

#### Recommendation by Course Allocation/Hiring Committee:

- A. Reject
- B. Accept for Current Semester
- C. Hold the decision till next semester

#### Allocation of Course (s) in case of Selection:

S/No	Course Code	Subject Title	Credit Hours	Program	Semester	Discipline
1						
2						

#### Signatures:

Member 1:

Member 2:

Member 3: