POLICY FOR FACULTY EXCHANGE POLICY

IQRA NATIONAL UNIVERSITY

Purpose: The policy aims to deal with INU's external agreements related to all types of faculty exchange program. The purpose of any faculty exchange program is to bring into specific expertise which will be helpful to the university or any of its academic or non-academic department in teaching, research, assessment, or research supervision.

Scope: The faculty exchange program includes all type of exchange including research, teaching, supervision, faculty development, and joint ventures.

Definitions

In this policy;

"Chancellor" means the Chancellor of the University

"Vice Chancellor" means the Vice Chancellor of the University

"Department" means a teaching department maintained or recognized by the University in the manner prescribed.

"INU" means Iqra National University.

"Faculty" means teaching staff including Professors, Associate Professors, Assistant Professors, Lecturers, Demonstrators, and Instructors engaged whole-time by the university or by a constituent college or constituent institution and such other persons as may be declared to be teacher

"Approval Officer" means the University top management official who is authorized to approve formal national linkages. In INU, only Vice Chancellor and Chancellor are authorized to enter in agreement with other International institutes.

"Home Institute" refers to where the faculty members is permanently employed

"Host Institute" refers to where faculty member works under faculty exchange arrangements.

Policy Statement on Faculty Exchange Program

- INU actively supports a program of faculty exchanges between INU and other local, national, and International universities when it is considered advantageous to both facuty member and his/her department.
- Any faculty member interested in the possible exchange program should submit the proposal to the departmental head.
- The INU faculty working in exchange program should apply in writing for a leave of absence with or without pay to the chair of the department.
- Exchange program may last for one, two or three semester in length.
- During the exchange period, the INU faculty will continue to receive full salary and other fringe benefits from INU except in agreement where salary and benefits are paid by the host institute.
- INU faculty members performance monitoring and evaluation for the exchange period will be done by the host institute.

Guidelines for Faculty Exchange Program

- All faculty exchange program must be approved by the top management i.e. Vice Chancellor, INU
- If INU staff works in any other institute under faculty exchange program, so he/she will receive salary and fringe benefits from that institute. Similarly, if some faculty members from other institutes works in INU as part of faculty exchange program so he/she will also receive salary and fringe benefits from INU.
- Faculty working under exchange program will normally works at the same or equivalent rank in the other institute.
- Mostly, faculty member should retain same academic rank during the exchange period and conveniently may be designated as 'Visiting Lecturer, Visiting Assistant Professor, Visiting Associate Professor, And Visiting Professor' as suitable.
- A contract should be developed regarding faculty exchange program which spells out the terms and conditions including time period, pay, rank, working hours, working conditions, responsibilities of faculty exchange program between home and host institution.

Evaluation Criteria of Faculty Exchange Program

The expected results of any faculty exchange program whether local or national should be evaluated against the following criteria;

- Curriculum development
- Research and development promotion
- Faculty exposure and development
- Development of Joint teaching program
- Integration of academic activities
- Possibility of future collaboration

Responsibilities

Administrative Authority: The responsibilities of 'Marketing and Industrial Linkage department' is as under.

- To search suitable partners institutes with whom, faculty exchange program can be initiated
- To facilitate the process of faculty exchange agreement.

Approval Authority: The responsibilities of approval authority are;

- To evaluate any proposal regarding faculty exchange program.
- Making sure that organization possess enough resources related to the any proposed faculty exchange program.
- Making sure that agreement meets all legal, moral, and social norms

Implementing Authority: The responsibilities of implementing authority are;

- The top management including Vice Chancellor is authorized to give implementing authority to any individual or department or department head related to the faculty exchange program agreement.

Evaluation Authority: The top management is responsible for monitoring and evaluation of the any agreement related to the faculty exchange program.