



**UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
MARDAN**

(Phone No: 0937-9230295, Fax No: 0937-9230296)

Email: Registrar@uetmardan.edu.pk

Ref. No.: 18869/13 / 22nd Synd/2026/UETM-R

Dated: 02 / 01 / 2026

Office of the Registrar


NOTIFICATION

On the recommendations of the 20th meeting of the Academic Council held on 15.11.2025, the Syndicate, University of Engineering & Technology, Mardan, in its 22nd meeting held on 22.11.2025, approved UET Mardan Policy for Faculty Workload Distribution (Annexed).

Registrar

Copy to:

1. Dean, Faculty of Engineering & Computing, UET Mardan.
2. All Heads of the Departments, UET Mardan.
3. Director Academics, UET Mardan.
4. Director QEC, UET Mardan.
5. Deputy Registrar Academics, UET Mardan.
6. P.S to Vice-Chancellor, UET Mardan.
7. Master File.


Registrar
University of Engineering &
Technology, Mardan

Faculty Workload Distribution Policy

1. Purpose

The purpose of this policy is to define, allocate, and monitor the workload of faculty members across teaching, research, and administrative/service activities in alignment with HEC, PEC, and UET Mardan's academic and institutional objectives. The policy ensures balanced engagement in teaching excellence, research productivity, and university service.

2. Scope

This policy applies to all **full-time teaching faculty members** — Professors, Associate Professors, Assistant Professors, and Lecturers — of the University of Engineering and Technology (UET) Mardan.

3. Policy Framework

The total workload for each faculty member shall be based on a **40-hour work week** and distributed among three major components:

1. Teaching and Instructional Activities
2. Research and Scholarly Work
3. Administrative and Service Responsibilities

The following table defines the standard workload distribution:

Rank	Teaching (%)	Research / Supervision (%)	Administrative / Service (%)
Professor	30%	50%	20%
Associate Professor	50%	35%	15%
Assistant Professor	40%	40%	20%
Lecturer	60%	25%	15%

4. Teaching Workload Guidelines

- Teaching workload includes lectures, laboratory instruction, course preparation, assignments, quizzes, assessments, mentoring, and curriculum development.
- The direct teaching hours per week are defined as:
 - Professor: 8 hours
 - Associate Professor: 10 hours
 - Assistant Professor: 12 hours
 - Lecturer: 14 hours

- Remaining time within the teaching component is allocated for lecture preparation, student advising, evaluation, and curriculum-related tasks.

5. Research Workload Assignment and Monitoring

a. Professor

- Expected to lead research groups, funded projects, and supervise postgraduate (MS/PhD) theses.
- Should publish at least two research papers annually in recognized journals or conferences.
- Should mentor junior faculty in research development.
- **Monitoring:**
 - Submits a Research Progress Form (RPF) each semester.
 - Evaluated by the Departmental Research Committee (DRC) and reviewed by the Dean.

b. Associate Professor

- Expected to actively participate in collaborative research, lead research proposals, and supervise BS/MS theses.
- Should publish at least one research paper per semester or equivalent scholarly output.
- **Monitoring:**
 - RPF submitted mid and end of semester.
 - Evaluated by DRC and Dean.

c. Assistant Professor

- Expected to engage in research projects, proposal writing, and co-supervise students with senior faculty.
- Should publish at least one paper annually and actively pursue research funding opportunities.
- **Monitoring:**
 - RPF submitted each semester.
 - Evaluated by DRC and Dean's Office.

d. Lecturer

- Engages primarily in academic development, research assistance, and training for research capacity building.
- May assist senior faculty in data collection, simulation, analysis, or co-authoring publications.
- Minimum expectation:
 - Participate in at least one research activity or proposal per year.
 - Attend or organize one research-related workshop/seminar.

- **Monitoring:**
 - RPF submitted at mid and end semester.
 - Evaluated by DRC and verified by Dean.

6. Administrative and Service Workload Assignment and Monitoring

a. Professor

- Expected to take major leadership roles (e.g., Head of Department, Dean, Director, Convener).
- Represent the university in academic councils, boards, and committees.
- Approx. 8 hours/week dedicated to administrative and governance duties.
- **Monitoring:** Through Administrative Workload Log (AWL) reviewed by the Vice Chancellor / Registrar.

b. Associate Professor

- May serve as committee convener, departmental coordinator, or accreditation lead.
- Support departmental administration and supervision of academic affairs.
- 6 hours/week allocated.
- **Monitoring:** AWL verified by HoD and endorsed by Dean.

c. Assistant Professor

- Assigned to departmental committees, accreditation tasks, or student societies.
- Approx. 8 hours/week service commitment.
- **Monitoring:** AWL maintained, reviewed by HoD, and submitted to Dean's Office.

d. Lecturer

- Support academic and administrative operations such as exam, timetable, lab, or accreditation work.
- 6 hours/week estimated.
- **Monitoring:** AWL filled each semester; verified by HoD and Dean.

7. Tracking and Monitoring Mechanism

Component	Monitoring Tool/Form	Review Authority	Frequency
Teaching	Faculty Workload Distribution Form (FWDF)	HoD / Dean	Start & mid-semester
Research	Research Progress Form (RPF)	Departmental Research Committee	Mid & end semester
Administrative / Service	Administrative Workload Log (AWL)	HoD / Dean's Office	End of semester

8. Reporting and Recordkeeping

- At the end of each semester, the HoD compiles all FWDF, RPF, and AWL forms.
- A consolidated Faculty Workload Summary Report (FWSR) is submitted to:
 - Dean, Faculty of Engineering & Computing
 - Director Academics
 - Quality Enhancement Cell (QEC) for review and documentation.

9. Policy Review and Implementation

- This policy shall be reviewed biennially by the Dean's Office in consultation with the Director Academics and QEC.
- Modifications may be proposed to align with future HEC, PEC, or University Senate guidelines.

Faculty Workload Distribution Form (FWDF)

Semester: _____ Academic Year: _____

Department: _____ Faculty Member: _____

Designation: ☐ Lecturer ☐ Assistant Professor ☐ Associate Professor ☐ Professor

Employee ID: _____ Date of Submission: _____

Section 1: Teaching Responsibilities

Course Code	Course Title	Credit Hours	Contact Hours/Week	No. of Students	Type (Theory/Lab)	Remarks

Total Teaching Hours/Week: _____ Hrs

Section 2: Research & Supervision Responsibilities

Activity / Project	Details (Title, Funding Source, etc.)	Supervision (BS/MS/PhD)	Status (Ongoing/Completed)	Remarks

Total Research Hours/Week (approx): _____ Hrs

Section 3: Administrative / Service Responsibilities

Role / Committee / Assignment	Details (Departmental / University Level)	Hours/Week (Approx.)	Remarks

Total Admin/Service Hours/Week: _____ hrs

Section 4: Summary of Total Weekly Workload

Component	Hours/Week	Percentage (of 40 hrs)
Teaching		%

Research / Supervision		%
Administrative / Service		%
Total	40 hrs	100%

Section 5: Certification and Approval

Faculty member's Declaration:

I hereby confirm that the above workload accurately reflects my academic, research, and service responsibilities for the current semester.

Signature: _____

Date: _____

Head of Department:

Verified and recommended for approval.

Signature: _____

Date: _____

Dean (Faculty of Engineering & Computing):

Approved as per Faculty Workload Policy of UET Mardan.

Signature: _____

Date: _____

Administrative Workload Log (AWL)

Faculty Name: _____

Department: _____

Designation: _____

Semester: _____

Week Starting: _____

Week Ending: _____

Date	Admin Activity / Committee Name	Description of Work	Start Time	End Time	Hours	HoD verification (initials)

Total Admin Hours this week: _____ hrs

Summary of Recurring Administrative Roles

Role (e.g., Program Coordinator / Chairman / Examination Committee Member):

Assigned Hours credit per semester: _____ hrs

HoD remarks (if any): _____

Signature/Date: _____

Research Progress Form (RPF)

Project/Thesis Title: _____

Project / Student ID: _____

Principal Investigator / Supervisor: _____

Department: _____

Co-Investigator(s)/Co-Supervisor(s): _____

Funding Source (HEC/External/Internal): _____

Project Start Date: _____ Projected Completion Date: _____

Reporting Period: ☐ Mid-Semester ☐ End-Semester ☐ Quarterly (specify): _____

1. Objectives (as per approved proposal):

1. _____

2. _____

3. _____

2. Progress summary (brief):

% Completion: _____ %

Key milestones achieved (dates):

Milestone	Date

3. Work done during reporting period (concise):

4. Outputs (give references):

Publications / Patents / Datasets / Prototypes:

1. _____

5. Student supervision (if applicable):

Student Name(s): _____ Registration No: _____ Level: _____

6. Problems / Delays / Risks & mitigation: _____

7. Plan for next reporting period: _____

8. Resource / Budget update (if relevant): _____

9. Signatures & Verification

Supervisor / PI: _____ Date: _____

Head of Department (comments): _____ Signature: _____ Date:

DRC Recommendation (tick): ☐ Continue ☐ Minor Revision ☐ Major Revision ☐ Terminate

DRC Chair Name & Signature: _____ Date: _____

ORIC (if project funded) — Note: ORIC record updated? ☐ Yes ☐ No

ORIC Officer: _____