

**NOTIFICATION**

**FACULTY RETENTION POLICY, 2023**

1. This policy may be called the CECOS University of IT and Emerging Sciences Faculty Retention Policy, 2023
2. They shall come into force at once.

**3. DEFINITIONS**

**3.1** In these rules, unless the context otherwise requires or permits, the following expressions where used shall have the meanings, hereby respectively assigned to them that is to say:

- a) "Charter" means the Charter of CECOS University of IT and Emerging Sciences, 2001;
- b) "Dean" means the Dean of the Faculty;
- c) "HoD" means Head of Department of the teaching department;
- d) "University" means the CECOS University of IT and Emerging Sciences, Peshawar;
- e) "Vice Chancellor" means the Vice Chancellor of the University;

**3.2** All other words and expressions used herein but not defined shall bear the same meanings as assigned to them in the Charter.

**4. PREAMBLE**

The policy is to facilitate retention of faculty members with CECOS.

**5. SCOPE**

Applicable to Full-time faculty members offered open-ended employment.

**6. POLICY GUIDELINES**

CECOS is committed to hiring and retaining faculty and is dedicated to removing any barriers that may limit the opportunities for advancement.

The strategies are adopted to retain and attract faculty, detail of which is as follows:

**7. INCENTIVES:**

**7.1 Monetary:**

- a) Research paper incentive (ORIC; proforma attached)
- b) Project supervision incentive

- c) Thesis supervision incentive
- d) Length of service awards (upon completion of 10, 15, 20 & 25 years)
- e) Best employee awards
- f) Umrah draw
- g) Hajj packages upon completion of 25 years of service for eligible staff

### **7.2 Benefits Package:**

- a) Annual increment
- b) Provident fund
- c) 50% Free education for faculty members and 40% their children
- d) TAKAFUL Health & Life Insurance
- e) Subsidized transport facility
- f) Library facility to support research work
- g) Complementary Leave for higher education

### **7.3 Supportive and Friendly Environment:**

- a) Employee Orientation at the time of induction
- b) Communicate department policies and expectations clearly
- c) Opportunities for faculty to participate in departmental activities
- d) Rich resources for faculty to accomplish their tasks comfortably
- e) Networking opportunities for faculty
- f) Leaves and other policies to best meet faculty needs
- g) Reduced course load during summer semesters
- h) Reduce course load for faculty heading any department, assigned any administrative task

### **7.4 Professional Development:**

- a) Encourage faculty to contribute intellectually and pursue research bridging Industry and Academia
- b) Arrange professional training opportunities for faculty members
- c) Mentoring for faculty through Continuous Professional Development
- d) Encourage improvement in teaching practices
- e) Scholarship under the Faculty Development Program for in-house faculty of CECOS University who pursue PhD education at CECOS University. (Annexure I)

### **7.5 Monitoring Departmental Functions (an on-going process):**

- a) Regular faculty meetings to receive response and provide feedback to measure their job satisfaction
- b) Monitor course load, research commitments and administrative work to ensure faculty have feasible workload
- c) Comparative analysis of data for faculty appointments, promotions and resignations for any disparities
- d) Review decision making processes

**8.** Following are few other resources that are allocated to Departments, keeping in view their workload, which could be utilized by the faculty and monitored by the HoDs for their proper distribution and usage:

- a) Time for research
- b) Adequate funding
- c) Clerical/Administrative support
- d) Equipped computer labs

### **9. Annexure I:**

All the CECOS teaching faculty who peruse PhD studies at CECOS University can avail two types of financial cover towards their PhD studies including (i) Course fee waiver and (ii) President Doctoral Scholarship (PDS) which are further elaborated as detailed below:

#### **9.1 Course fee waiver:**

- a) 50% course fee waiver will be given to all in-house Registered PhD Scholars.
- b) 100% course fee waiver for maximum of 06 courses will be given to those PhD Scholars who secure GPA  $\geq 3.0$  in each course and pass these courses in first attempt.

#### **9.2 President Doctoral Scholarship (PDS):**

100% Research Bench Fee waiver per semester will be given under the President Doctoral Scholarship (PDS). PDS will be awarded to a single PhD Scholar once per semester in each department and will be awarded for maximum of 04 semesters to scholars who meet the following criteria:

- a) Highest number of Publications in Impact factor journals in that specific semester (Thomson Reuters/ISI indexed) as first author and Supervisor being 2<sup>nd</sup> / corresponding author.
- b) The Research article(s) must be published with affiliation of CECOS only.
- c) In case two tie between scholars in terms of number of publications, the PDS will be awarded to the scholar having highest impact factor (as a whole for all publications) in that specific semester.
- d) PhD Scholar(s) will be considered eligible for the Faculty Development Scholarship only if s/he has satisfactory progress report for each semester.
- e) The scholarship holder will remain eligible to avail his/her research publication allowance as per University Policy.
- f) No waiver will be given in Foreign Thesis Evaluator Fee.
- g) No waiver will be given in Admission and Semester Registration fee.
- h) No waiver will be given in Thesis Fee.
- i) Since PDS is a merit-based scholarship, therefore, no bond condition will be attached with it.



**REGISTRAR**

Copies: Vice President, Vice Chancellor, Deans, All Academic HoDs, Manager HR