**Document No.2**

**Performance Information for Supporting Contract Renewal Evaluation**

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**Description** 1. This document is divided into 3 parts;

Part 1 : General information of evaluated employee

Part 2 : Performance information

Part 3 : The opinion of the Head/Director/Dean/Chief/Supervisor/etc.

2. For evaluated employee, please complete information in Part 1 and Part 2 and attach supporting documents (if any).

3. Head/Director/Dean/Chief/Supervisor/etc. of the department give comment, suggestion or opinion.

**Part 1 : General information of evaluated employee**

Name of employee

…………………………………………………………………………………………………………………………………………………………………

Position ………………………………………………….of ………………………………………………………………………………………….

Has been appointed as an academic employee on date………… month ……………………year………………

**Contract renewal cycle** Contract Number………………. Period of contract……………………year(s)

Starting from date…………..month……………………..year to date…………….month……………..….year……………

**Part 2 : Performance information**

**1. Teaching Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Code & Course Name** | **Number of Lecture Hours** | **Number of Students** | **Co-Lecturer** | **Evaluation Result**  **(Average)** | **Reference Document** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |
| **Grade Point Average (GPA) for All Subjects** | | | |  |  |

**2. Compliance with academic workload.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Year\*** | **Number of Work Units** | | | |
| **Teaching** | **Research and Develop Academic Works** | **Academic Servicing, Acknowledgement of Thai Traditions, Cultures and Arts or Other Assignments** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* From September of last year to August of this year.

**Research conducted during the contract is as follows.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Academic Works** | **Work Ratio** | **Published in the Database** | **Participation in Works** |
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**3. Annual Performance Evaluation**

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| --- | --- | --- |
| **Fidget Year** | **Evaluation Score** | **Reference Document** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Average Total Score** |  |  |

**4. Academic Rank Appointment**

🞏 Has appointed to the academic rank :

🞏 Assistant Professor 🞏 Associate Professor 🞏 Professor

On date……………………………month………………………..year………………………….

🞏 Not yet appointed

🞏 Other (Please specify)…………………………………………………………………………………………………….

5. **Attending a training or seminar.**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Training or Seminar Courses** | **Date of attending** | **Host by** |
|  | New Staffs Orientation |  |  |
|  | Pre-UKPSF (The United Kingdom Professional Standards Framework, UKPSF) |  |  |
|  | Smart Classroom Workshop |  |  |
|  | Higher Education Standard Course and Course Outline Design |  |  |
|  | Formative Assessment and Summative Assessment |  |  |
|  | The role of teachers in developing learners to have appropriate learning skills. |  |  |
|  | Development of teaching media resources through E-Learning and using Smart Classroom. |  |  |
|  | Universality (English) |  |  |
|  | Research and development of academic works (Research methods, Writing research articles and Research dissemination) |  |  |

6. **Compliance with the conditions or resolutions of the board of committee.**

|  |  |
| --- | --- |
| **Resolutions / Conditions of the academic employee recruitment committee** | **Compliance with the conditions/resolutions** |
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I certify that the above information is true.

…………………………………………………………………..

(……………………………………………………………………)

Date …………………………………………………………………..

**Part 3 : The opinion of the Head/Director/Dean/Chief/Supervisor/etc.**

(Dean of School or Collage/Director of Center or Institute/Head of Department or Organization or others section that has equivalent status.)

1. Performance

Strong point

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Weak Point

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What to improve

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**2. Performance behavior**

Strong point

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Weak Point

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What to improve

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Sign………………………………………………………………..

**Head/Director/Dean/Chief/Supervisor/etc.**

(……………………………………………………………………)

Date …………………………………………………………………..