Document No.1

Evaluation Form for Contract Extension

For Academic Employees of Walailak University

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**Descriptions** : Evaluation form for contract renewal is divided into 9 principle parts, as follow;

1. Preliminary information of employee.
2. Morality and ethic evaluation.
3. Teaching result evaluation.
4. Compliance with academic workload.
5. Annual performance evaluation.
6. Appointment to academic ranks.
7. Attending a training or seminar.
8. Compliance with the conditions or resolutions of the board of committee.
9. Evaluation summary

**Part 1 Preliminary information of employee.**

Name of employee………………………………………………………………………………………………………………………………………

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

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

Contract renewal cycle no. ………………………………….. period of contract ………………………………………..year(s)

Effective from date…………month…………………….year…………… to date……………month……………..year………….

**Part 2 Morality and code of ethic evaluation.**

**Issues to be considered**

1. Conduct with professional code of ethics as an academic employee or researcher as specified by an academic or professional organization and according to the code of ethics for university staffs.
2. Have work ethics and academic ethics as stipulated in Walailak University's regulations on Criteria and Procedures for Academic Rank Appointment for University Employees B.E. 2562 or revised.
3. No disciplinary action or being prosecuted until sentenced to imprisonment. Except a punishment for an offense committed through negligence or petty offenses.

**Morality and code of ethic evaluation summary** 🞏 Pass 🞏 Fail

**Comments / Suggestions**

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**Part 3 Teaching result evaluation.**

Number of subjects ………………..subject(s) Number of lecture hours ………………… hour(s)

 Grade Point Average (GPA) for all subjects ……………………………….

 **Consideration Criteria** The average student evaluation score of all subjects taught during the employment period is not less than 4.0.

 **Teaching result evaluation summary** 🞏 Pass 🞏 Fail

**Comments / Suggestions**

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**Part 4 Compliance with academic workload.**

**Consideration Criteria** Have an academic work load in all aspects (teaching, researching and developing academic works, academic servicing, acknowledgement of Thai traditions, cultures and arts, which are needed to be preserved as a virtue. or other assignments) at least 1,260 units of workload per year

**Compliance with academic workload summary** 🞏 Pass 🞏 Fail

**Comments / Suggestions**

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**Part 5 Annual performance evaluation**

From fidget year ………………. to ………………….. an average total score ……………………… points

**Consideration Criteria** Average total score of not less than “good” level (70 points or more) throughout the contract period.

**Remark**

1. Academic employees with a Master’s degree or equivalent, who do not currently go studying for Doctorate Degree and signed the 1st contract with a period of not more than 4 years, with the conditions requiring the performance evaluation score over 80 points.
2. Academic employees with a Master’s degree or equivalent, who are currently studying Doctorate Degree. After completing a Ph.D. degree, employee have signed the 3rd employment contract with a period of not more than 3 years. Academic staff who have a master's degree or equivalent qualification that goes on to study at the doctorate level. And after completing a Ph.D. degree, have signed the 3rd employment contract with a duration of not more than 3 years. The 1st year contract has the condition that the performance evaluation score must be at least 80 points.
3. Academic employees who have failed the performance evaluation for 2 consecutive years (under 60 points) must be dismissed from the university.

**Annual performance evaluation summary** 🞏 Pass 🞏 Fail

**Comments / Suggestions**

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**Part 6 Appointment to academic ranks.**

🞏 Has appointed to the academic rank :

🞏 Assistant Professor 🞏 Associate Professor 🞏 Professor

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

🞏 Not yet appointed

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

**Summary** 🞏 Pass 🞏 Fail

**Comments / Suggestions**

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**Part 7 Attending a training or seminar.**

From fidget year……………………to …………………….. employee has attended a training or seminar …………………………course(s)

 **Consideration Criteria** Attend training or seminars on all various courses as specified by the university.

**Summary** 🞏 Pass 🞏 Fail

**Comments / Suggestions**

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**Part 8 Compliance with the conditions or resolutions of the board of committee.**

 **Summary**

🞏 Be able to comply with the resolutions / conditions

 🞏 Unable to comply with the resolutions / conditions, which are

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**Comments / Suggestions**

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**Part 9 Evaluation Summary**

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| --- | --- |
| **Evaluation Principles** | **ผลการประเมิน** |
| Morality and ethic evaluation. | 🞏 Pass | 🞏 Fail |
| Teaching result evaluation. | 🞏 Pass  | 🞏 Fail |
| Compliance with academic workload | 🞏 Pass  | 🞏 Fail |
| Annual performance evaluation | 🞏 Pass  | 🞏 Fail |
| Appointment to academic ranks | 🞏 Appointed  | 🞏 Not yet appointed |
| Attending a training or seminar. | 🞏 Attend training or seminars on all courses | 🞏 Attend training or seminars only some courses |
| Compliance with the conditions or resolutions of the board of committee. | 🞏 Be able to comply with the resolutions / conditions | 🞏 Unable to comply with the resolutions / conditions |

**Board of Committee’s opinion**

🞏 Employee are fully qualified to renew the contract no. ………………… Duration of contract …………………. Year(s) starting from date ……………. Month ………………………. Year ………………. to date………………….month………………………….year........................ Other performance condition for the next evaluation ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

🞏 Employee are disqualified to renew the contract because ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Comments / Suggestions (If any)**

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**Evaluated Employee signature to acknowledge Evaluation Committee**

Sign ……………………………………………. Sign ……………………………………………….

(………………………………………………….. ) (………………………………………………………..)

Date …………………………………………… Committee Chairman

 Sign ……………………………………………….

 (………………………………………………………..)

 Committee

 Sign ……………………………………………….

 (………………………………………………………..)

 Committee

 Sign ……………………………………………….

 (………………………………………………………..)

 Committee

 Sign ……………………………………………….

 (………………………………………………………..)

 Committee

Evaluation date …………………month………………..………year…………………....

Sign ……………………………………………….

 (………………………………………………………..)

 Secretary