

## Walailak University announcement

## Measures, Mechanisms and Systems in the Performance Outcome management and procedures for Walailak University Staff with failing performance achievement results

It is deemed appropriate to determine criteria and guidelines on developing and improving performance of the university staff with failing performance achievement results in order for the staffs to improve their performance and receive the passing results as specified by the university, and for the university to establish systematic measures, mechanisms and procedures for staff with failing performance achievement results to the extent allowing transparency, fairness and traceability.

By virtue of Section 24 of the Walailak University Act, B.E. 2535, Paragraph 40 of the Walailak university Regulation on personnel management B.E. 2561, resolution by the personnel management committee in the meeting no. 2/2019 dated February 21, 2019, the announcement is set as follows:

- This announcement shall be called "Walailak University Announcement Measures, Mechanisms and Systems in the Performance Outcome Management and Procedures for Walailak University Staff with Failing Performance Achievement Results"
- 2. This announcement shall take effect on the date after the announcement onwards.

Other announcements or criteria stating the same content as this announcement, conflicting or negating with this announcement shall be replaced by this announcement.

3. In this announcement:

University	meaning	Walailak University
President	meaning	President of Walailak University

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Section	meaning	Schools, Centers, Institutes, colleges, Divisions, Units, Projects or others going by different names but being equivalent in status with the aforementioned.
Superintendent	meaning	the president, a vice-president, a president, an assistant to the president, a dean, a deputy director, Head of programs or persons resuming other managerial positions as specified by the university
Staffs	meaning	Academic staffs, vocational and administrative support staffs, academic management staffs and also individuals working for the university who are entitled to an annual salary raise
Failing performance achievement result	meaning	Failing scores of performance appraisal as specified in the Walailak University Announcement of Criteria and Methods for Employees' performance appraisal, which is lower than 60 percent

## 4. Criteria and methods for performance appraisal

The university has developed a performance appraisal system oriented toward Objective/ Teamwork Assessment consisting of the process related to performance management that includes planning, making mutual agreement, following up on the results, assessing performance and presenting rewards/ remuneration in return for the performance based on components of the appraisal, levels of the appraisal results, processes and steps of the appraisal off which details are announced in the Walailak University Announcement on Criteria and Methods for Performance Appraisal of Employees.

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outside the university.

- 5. Guidelines on penalties for the employees with failing performance achievement scores shall be as determined by regulations, orders or announcements issued by the university.
- 6. The followings are concerned with improvement of the employees obtaining failing performance achievement scores.
  - 1) After an annual performance appraisal, the section under which an employee with failing performance achievement scores work shall proceed to notify the employee of his/her strengths or weaknesses which should be addressed and improved, together with advice on how the improvement can be achieved.
  - 2) An employee with failing performance achievement scores proposes a self-improvement plan to his/her superintendent and attends programs or projects addressing the areas relevant to the employee's weaknesses, organized by Division of Human Resources or external organizations or sections.

In case the Division of Human Resources does not provide such programs or projects, the employees with failing performance achievement scores need to seek and attend the programs or projects organized by external organizations or units; However, it is the employees' responsibility to cover any expenses incurred by themselves, but the divisions under which they work may consider granting some supporting funds.

Effective until further notice

Announced on February 27, 2019.

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(Prof. Dr. Sombat Thamrongthanyawong)

President of Walailak University