

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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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