



**Walailak University Announcement**  
**on Guidelines and Practices on**  
**Requiring Staff with Academic Positions to Conduct Research and Develop**  
**Academic Work to Substitute for Teaching Workload**

**B.E.2561**

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Pursuant to the Walailak University Announcement on academic workloads of the university academic staff in positions of a Lecturer, an Assistant Professor, an Associate Professor and a Professor, B.E. 2560, dated September 29, 2017 Paragraph 3.3 states, “the workload of research and academic work development can substitute for all the other types: teaching, academic service, art and culture conservation and others, under the condition that it does not in any ways disrupt or interfere with the program’s teaching and is approved by a school committee or the university”.

By virtue of Section 24 of the Walailak University Act, B.E. 2535 and resolution by the Personnel Management Committee in the meeting no. 5/2008 dated August 1, 2018 and resolution by the Academic Council in the meeting no. 8/2008 dated 29 April 2018, it is deemed appropriate to set guidelines and practices on substitution of the research and academic development workload for the teaching workload and guidelines and practices in case any curriculums or programs cannot provide teaching as follows:

1. That this announcement shall be called “Walailak University Announcement on Guidelines and Practices on Requiring Staff with Academic Positions to Conduct Research and Develop Academic Work to Substitute for Teaching Workload B.E.2561”

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**outside the university.**

2. This announcement shall take effect from Academic Year 2018 onwards.

3. In this announcement,

University	meaning	Walailak University
President	meaning	The president of Walailak University
Dean	meaning	A dean of schools or head of teaching sections
Committee	meaning	Committees of the schools or teaching sections
Staff	meaning	Academic staff members: lecturers, assistant professors, associate professors and professors
Research work	meaning	Research and academic work development as specified in the Walailak University announcement for Academic Workload Standard or the University Lecturers in Positions of a Lecturer, an Assistant a Professor, an Associate Professor and a Professor

4. The president takes charge of this announcement.

In case any disruptions or issues arise due to this announcement, final decisions shall be at the president's discretion.

5. Staff members wishing to substitute the research workload for the teaching workload will have to inform Dean of the school to propose the school committee for approval no less than 3 months prior to the start of terms, together with a research project proposal conforming to research

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methodologies, a plan for work development or a progress of academic positions and a plan detailing how the research can be integrated into the staff member's teaching or other related documents as agreed upon between the staff member and his/her superintendent.

6. A school committee shall grant approval under the following conditions:

6.1 The project proposal does not in any ways disrupt/ interfere with the program's teaching management.

6.2 The project proposal is deemed feasible and beneficial for the university or the academic circle, and is of considerable relevance to the staff member's area of expertise.

6.3 Approval for this can only be given once in each academic year and not for two consecutive academic years.

7. Staff members granted the approval shall proceed as follows:

- 1) Report to Director of the Institute of Research and Innovation or Director of the Research Institute for Health Sciences if the staff work for any of the schools in Health Sciences.
- 2) Consistently report progress of the research conducted to substitute for teaching to both Director of the Institute of Research and Innovation and Dean of the school based on the timeframe set by the school committee.
- 3) Units of research workloads and research workloads as substitution for teaching combined must not be lower than 1,000 units/year.
- 4) Research must receive acceptance for publication in international academic journals indexed in Scopus or ISI databases or other databases approved by the university.

8. In case of failure to complete the research within the given timeframe and the research's failure to meet No. 7(3) or (4), the academic staff

shall face a penalty of annual merit increase deferral in that particular fiscal year.

9. In case any programs or curriculums cannot offer teaching as a result of no students' registration in the courses or other causes, Dean of the School shall report to the president through the supervising vice-president in order to issue an order for the staff responsible for such programs or curriculums to work on research as substitution for the teaching workload.

No.7 and No. 8 shall also apply to the staff members in Paragraph one as well.

10. In case where it is reasonable and necessary to not be able to comply with this announcement, Dean of the school under the approval of a school committee will report to the president through the supervising Vice-President for approval on a case-by-case basis.

Effective until further notice

Announced on Sept 20, 2018.  
(Prof. Dr. Sombat Thamrongthanyawong)  
President of Walailak University