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**Walailak University Announcement  
On Guidelines and Methods for Performance Appraisal for  
Employment Consideration of Academic Staff Members,  
B.E. 2562**

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It is deemed appropriate to determine guidelines and methods for performance appraisal for employment consideration of academic staff members of Walailak University.

By virtue of Section 24 of the Walailak University Act, B.E. 2535, No. 39 of the Walailak University Regulation on Personnel Management, B.E. 2561, No.10 of the Walailak University Regulation on Guidelines on Employment, Performance Appraisal for Employment Consideration and Employment Contract Termination of Academic Staff Members, B.E. 2561

and resolution by the Personnel Management Committee in the meeting no. 5/2019 dated August 16, 2019, the announcement is set as follows:

1. That this regulation shall be called “Walailak University Announcement on Guidelines and Methods for on Performance Appraisal for Employment Consideration of Academic Staff Members, B.E. 2562”
2. This regulation shall take effect on the day following the announcement day onwards.

Other regulations, announcements or guidelines stating what is stated in this regulation, or conflicting or negating with this regulation shall be replaced by this regulation.

3. This regulation shall apply to academic staff members recruited and appointed in compliance with the Walailak University Regulation on Walailak University Regulation on Guidelines on Employment, Performance Appraisal for Employment Consideration and Employment Contract Termination of Academic Staff Members, B.E. 2561 from June 1, 2018 onwards.

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4. In this announcement,

“University”	meaning	Walailak University
“President”	meaning	the president of Walailak University
“Personnel Management Committee”	meaning	A committee on personnel management of Walailak University
“Section”	meaning	Schools, Centers, Institutes, Colleges, Divisions, Units, Projects or others going by different names but being equivalent in status with the aforementioned.
“Head of section”	meaning	Deans, Directors or Other names used to refer to Head of divisions but being equivalent in status with the aforementioned.
“Academic staff member”	meaning	Academic staff members classified as full-time faculties according to the Walailak University Regulation on Personnel Management
“Performance Appraisal for Employment Consideration”	meaning	Performance appraisal over the period specified on an employment contract

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

6. <sup>1</sup> Academic staff members need to meet the following criteria to be considered for employment contract renewal:

6.1 Meet the passing standards of morality, ethics and conducts both as a respectable university employee and academic, set by academic or professional organizations.

6.2 Score 4.00 or above in each course taught on the teaching evaluation by students in accordance with the criteria and methods set by the university

<sup>1</sup> amended by No. of the Walailak University Announcement on Guidelines and Methods for on Performance Appraisal for Employment Consideration of Academic Staff Members (2), B.E. 2563, dated on March 12, 2020

6.3 Achieve no less than 1,260 workload units in all categories (teaching, research and academic work development, academic services, art and culture conservation or other responsibilities as assigned) in each appraisal year in accordance with the Walailak University Announcement on Standards of Academic Workloads of Academic Staff Members in Positions of a Lecturer, an Assistant Professor, an Associate Professor and a Professor.

6.4 Obtain a Very Good level (80 scores) or higher on the performance appraisal in each fiscal year throughout the period in which an employment contract is valid in accordance with the Walailak University Announcement on Guidelines and Methods for Performance Appraisal, with exception of the following circumstances:

(1) Academic staff members holding a Master's degree or the equivalent not pursuing a PhD and being under Employment Contract 1 valid for a maximum of 4 years need to obtain 80 scores or above on the performance appraisal.

(2) Academic staff members holding a Master's degree or the equivalent, having pursued a PhD and, after completion of a doctorate program, being under Employment Contract 3 valid for a maximum of 3 years, in year 1, the academic staff members need to obtain 80 scores or above on the performance appraisal.

(3) Academic staff members obtaining failing appraisal scores (below 60) for two consecutive years shall face termination of employment.

6.5 Academic staff members are appointed to an academic position over the period required in an employment contract.

6.6 Academic staff members attend trainings or seminars in all the programs required by the university.

6.7 Academic staff members follow the recent criteria or resolutions given by the Recruitment and Selection of Academic Staff Members Committee or resolutions by the Performance Appraisal for Employment Consideration Committee or every item of the criteria must be met.

7. Performance appraisal of the academic staff members who are taking study leave shall be conducted principally based on academic performance and conducts exhibiting during the leave period, together with compliance with the conditions specified in an employment contract, a study leave contract or resolutions by the Personnel Development Committee.

8. The president shall appoint an appraisal committee for employment consideration as set out below:

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|---|--------------------|
| (1) the vice president assigned<br>by the president | Committee chairman |
| (2) Head of Section of the<br>academic staff member | Committee          |

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| (3) Head of program or, in case of no Head of program, 1 coordinator of program/ course  | Committee |
| (4) a maximum of 2 experts in the school of college  | Committee |
| (5) Head of Division of Human Resources and Organization or an assigned general administration staff member and assigned organizations | Secretary |
9. Procedures and methods for appraisal for employment consideration are as follows:
- 9.1 Division of Human Resources and Organizations shall proceed as described below:
- (1) Finalize the name list of academic staff members whose employment terms as specified in the contracts shall soon end in each fiscal year.
- (2) Notify the names gathered in (1) to the sections to which the academic staff members report and the academic staff members themselves no less than 120 days before the end of employment term.
- (3) The sections notify the Division of Human Resources and Organization the committee name lists within 15 days after the date on which the notification in (2) has been issued.
- 9.2 The academic staff members prepare information and/or documentation for consideration as specified in Announcement attachment (Form 2) or the same documentation operated via the university's online system in order to submit to Head of the section within 15 days after the notification date in 9.1.
- 9.3 Head of the section shall proceed as follows:
- (1) Forward the name list in 8(3) to the Division of Human Resources and Organization within 15 days after the notification date in 9.1.
- (2) Review and provide comments on the appraised academic staff members using Form 2 and Forward it to the Division of Human Resources and Organization within 15 days after the date on which the academic staff members submitted the form as detailed in 9.2.
- 9.4 The Division of Human Resources and Organization proceeds to appoint the committee on performance appraisal and employment consideration
- 9 . 5 The committee on performance appraisal for employment consideration completes the appraisal process and reports results to the president.

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10. The appraisal for employment consideration has to be completed no less than 60 days before the end of the employment term.

In case where it is necessary, the committee on performance appraisal for employment consideration can request the president for approval for the appraisal extension for a maximum of 30 days from date on which the employment contract ends.

During the extension, the academic staff members shall continue their duty for as long as warranted by the extension. Passing the appraisal, the academic staff members shall enter into a new employment contract off which the start date is the day after that on which the previous contract has ended.

11. In case the performance appraisal for employment consideration committee has resolved that academic staff members do not demonstrate academic workloads as required in No.6.3 meaning failing the appraisal, Dean of the school shall be promptly notified of the result accompanied by reasons and fact or evidence supporting such resolution, guidelines on performance improvement in order to submit further to the Personnel Management Committee for consideration.

12. After considering the case in 11, the Personnel Management Committee shall pass resolutions as follows:

12.1 Not approve employment contract renewal and terminate employment as a university employee or;

12.2 Approve employment contract renewal for a maximum of 1 year with addition of employment contract's conditions regarding the academic staff member's performance improvement suggestions from the Performance Appraisal for Employment Consideration Committee, the president or the Personnel Management Committee. Then, Head of the section shall follow up on the performance improvement guidelines given, closely provide advice and report progress to the supervising Vice-President and President. Failing the performance appraisal during the performance improvement period shall result in termination of an employment contract and dismissal from a position as a university employee.

13. For 12.2, the same Performance Appraisal for Employment Consideration Committee shall be in charge of another round of performance appraisal no less than 60 days before the employment contract ends.

In case academic staff members pass the performance appraisal for employment contract renewal, the result shall be reported to the president to be further presented to the Personnel Management Committee. A new employment contract's term shall count in continuation to the period in 12.2.

In case of failure, the result shall be reported to the president to be further presented to the Personnel Management Committee in order to give approval on not

renewing the academic staff member's contract and dismissing he/she from a position as a university employee.

14. The Division of Human Resources and Organization proceeds to notify an academic staff member of the resolution of employment termination or cessation in writing no less than 30 days before the dismissal.

15. In case academic staff members are appointed to academic administration positions,

15.1 In case an academic staff member is appointed to academic administration positions ranging from a dean to higher ranks,

(1) The period in which he/she assumes such positions shall not be added to his/her employment term.

(2) After completing the academic administration position's term, the academic staff member will continue working under the employment contract during which the academic staff member is assigned to the academic administration position. The academic staff member shall be subject to performance appraisal for employment consideration and need to obtain the results and follow the conditions specified in No.6.

15.2 In case of academic administration positions of a deputy dean or lower ranks,

(1) The period during which an academic staff member assumes such positions shall be added to his/her employment term.

(2) Academic staff members qualified for employment contract renewal need to obtain the performance appraisal results and follow the conditions specified in No.6. Academic workload standard -related responsibilities shall be determined based on the workload proportions set by the university.

16. In case where it is necessary to not be able to comply with this announcement, final decisions shall be at the discretion of the president or the assigned vice-president on a case-by-case basis.

Effective until further notice

Announced on August 30, 2019.

.....  
(Prof. Dr. Sombat Thamrongthanyawong)  
President of Walailak University

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**Form 1**  
**Appraisal Form for Employment Contract Renewal**  
**Academic staff member of Walailak University**

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**Direction** Employment Contract Renewal Appraisal Form is divided into 9 parts.

- Part 1 General information of the appraisee
- Part 2 Morality, ethics and conduct appraisal
- Part 3 Teaching performance appraisal
- Part 4 Fulfillment of academic workload requirements
- Part 5 Annual performance appraisal
- Part 6 Academic position appointment
- Part 7 Participation in trainings or seminars
- Part 8 Fulfillment of conditions or resolutions given by the committee
- Part 9 Appraisal result conclusion

**Part 1 General information of the appraisee**

Name of the appraisee

Position.....Affiliation .....

Appointed an academic staff member  
on.....Month.....Year.....

**Employment contract renewal round** ..... Contract no.....  
 valid for.....year  
 from.....month.....year.....to.....month  
 .....year.....

**Part 2 Morality, ethics and conduct appraisal** in the following areas:

( 1 ) Meet the passing standards of morality, ethics and conducts as a respectable academic or researcher as set by academic or professional organizations and Walailak University Code of Conduct.

( 2 ) Demonstrate academic morality and ethics as specified in the Walailak University Regulation on Guidelines and Methods for Appointment of Individuals to Academic Positions, B.E. 2562 or the amended version.

( 3 ) Not be subject to disciplinary actions or prosecuted and given an imprisonment sentence, except for an offense committed by negligence or petty offences.

**Result of Appraisal** of Morality, ethics and conduct  Pass  Fail

**Comment/Suggestion**

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## **Part 3 Teaching performance appraisal**

The number of courses taught. . . . . courses      Lecture  
hours.....hours

Average scores of all courses .....

Appraisal criteria: Average teaching evaluation scores of all courses given by students over the employment period are not below 4.00.

**Result of Teaching performance appraisal**  Pass  Fail

## **Comment/Suggestion**

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## **Part 4 Fulfillment of academic workload requirements**

**Appraisal criteria:** Achieve no less than 1,260 workload units in all categories (Teaching, Research and Academic Work Development, Academic Services, Art and Culture Conservation or other responsibilities as assigned) in each appraisal year.

## **Result of Teaching performance appraisal of fulfillment of academic workload requirements**

## **Comment/Suggestion**

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### **Part 5 Annual performance appraisal**

From Fiscal Year .....to Fiscal Year.....Average scores.....

**Appraisal criteria:** obtain total average scores not lower than that of a Very Good level (70 scores or higher) throughout the period of an employment contract.

#### **Note**

(1) Academic staff members holding a Master's degree or the equivalent not pursuing a PhD and being under Employment Contract 1 valid for a maximum of 4 years need to obtain 80 scores or above on the performance appraisal.

(2) Academic staff members holding a Master's degree or the equivalent, having pursued a PhD and, after completion of a doctorate program, being under Employment Contract 3 valid for a maximum of 3 years, in year 1, the academic staff members need to obtain 80 scores or above on the performance appraisal.

(3) Academic staff members obtaining failing appraisal scores (below 60) for 2 consecutive years shall face termination of employment.

**Result of Annual Appraisal**       Pass     Fail

#### **Comment/Suggestion**

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### **Part 6 Academic position appointment**

Appointed to a position of  Assistant Professor  Associate Professor  Professor

on.....month.....year.....

Not appointed to academic positions  
 others (Please specify).....

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**Result of consideration**  Pass  Fail

**Comment/Suggestion**

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**Part 7 Participation in trainings/workshops/seminars**

From Fiscal Year .....to Fiscal Year ..... Having participated in ..... trainings/workshops/seminars (the number).

**Appraisal Criteria:** Academic staff members attend trainings or seminars in all the programs required by the university.

**Appraisal result**  Having attended all the programs  Having attended some programs

**Comment/Suggestion**

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**Part 8 Fulfillment of conditions or resolutions given by the committee**

**Appraisal result**

- Fulfill conditions/ resolutions
  - Not fulfill conditions/ resolutions as follows:
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## Comment/Suggestion

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## Part 9 Appraisal result conclusion

Appraisal components	Appraisal results	
Morality, ethics and conduct appraisal	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Teaching performance appraisal	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Fulfillment of academic workload requirements	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Annual performance appraisal	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Academic position appointment	<input type="checkbox"/> Appointed to academic positions	<input type="checkbox"/> Not appointed to academic positions
Participation in trainings or seminars	<input type="checkbox"/> Having attended all the programs	<input type="checkbox"/> Having attended some programs
Fulfillment of conditions or resolutions given by the committee	<input type="checkbox"/> Fulfill conditions/resolutions	<input type="checkbox"/> Not fulfill conditions/resolutions

## Comments from the committee

Approve contract renewal..... for a period of .....year  
 From.....month.....year.....  
 to.....month.....year.....

## Performance conditions for the next appraisal

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Not approve contract renewal

because.....

Comments/ Suggestions (If any)

**Appraisee**

**The committee on performance  
appraisal for employment consideration**

..... chairperson

(.....)

Dated.....month.....year.....

..... Committee

(.....)

..... Committee

(.....)

..... Committee

(.....)

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..... Committee

(.....)

..... Committee

(.....)

Appraised on.....month.....year.....

.....Secretary  
(.....)

## **Form 2**

### **Information on Performance Outcomes for Employment Contract Renewal Consideration**

**Direction** 1. This form is divided into 3 parts:

- Part 1 General information of the appraisee
- Part 2 Information on performance outcomes
- Part 3 Personal comments from Head of Section

2. The appraised academic staff member thoroughly fills out the form in Part 1 and Part 2 with attachment of supporting documentation (If any).

3. Head of Section provides comments about the appraisee in Part 3.

#### **Part 1 General information of the appraisee**

Name of the appraisee

..... Position.....Affiliation .....

Appointed an academic staff member  
on.....Month.....Year.....

**Employment contract renewal round** ..... Contract no.....  
valid for.....year  
from.....month.....year.....to.....month  
.....year.....

#### **Part 2 Information on performance outcomes**

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## 1. Teaching outcome evaluation

Course code/ Title	The number of lecture hours	The number of students	Coordinating lecturers	Evaluation outcomes (Average)	References
<b>Total</b>					
<b>Total average scores of all courses taught</b>					

## 2. Fulfillment of Academic Workloads

Appraisal year round*	Workload units				Total
	Teaching	Research and Academic Work Development	Academic Services, Art and Culture Conservation or other responsibilities as assigned		

\* From the previous year's September until the current year's August

**Research achievements completed over the period of this employment contract are as follows:**

No	Academic achievements	Contribution percentages	Databases for publication	Types of work contributions

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### 3. Annual Performance Appraisal

Fiscal Year	Appraisal scores	References
<b>Total average scores</b>		

### 4. Appointment to academic positions

appointed to an academic position  Assistant Professor  Associate Professor

Professor

on.....month.....year.....

Not appointed to academic positions

others (Please specify).....

### 5. Participation in trainings/ workshops/ seminars

No.	Titles of trainings/ workshops/ seminars programs	Attendance dates	Organized by
	New Employee Orientation		
	Paths to becoming a professional teacher under universal framework: Pre-UKPSF (The United Kingdom Professional Standards Framework, UKPSF)		
	Smart Classroom Workshop		
	Workshop on Design and Planning of Courses and Course Planning		

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	under the Thailand Qualifications Framework (TQF)		
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No	<b>Titles of Seminars/ Training programs</b>	<b>Attendance dates</b>	<b>Organized by</b>
	Training on Formative Assessment and Summative Assessment		
	Teacher's Roles in Development of Learners' Appropriate Learning Skills		
	Teaching Material Development via E-Learning and Smart Classroom		
	Internationalization (English)		
	Research and Academic Work Development (Research methodology, research paper writing, research dissemination)		

#### **6. Fulfillment of conditions or resolutions given by the committee**

<b>Resolutions/ Conditions set by the Academic Staff Member Recruitment and Appointment Committee</b>	<b>Compliance with the resolutions/ conditions</b>

<b>Resolutions/ Conditions of the appraisal committee for employment contract renewal in the recent performance appraisal</b>	<b>Compliance with the resolutions/ conditions</b>

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I hereby certify that the above is true in all respects

.....  
 (.....)  
 Dated .....month.....year.....

### **Part 3 Personal comments from Head of Section**

(deans of schools or colleges, directors of centers/ institutes or other names used to refer to Head of sections but being equivalent in status with the aforementioned.)

#### **1. Performance outcomes**

##### **Strengths**

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##### **Weaknesses**

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##### **Areas of improvement**

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#### **2. Performance behavior**

##### **Strengths**

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**Weaknesses**

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**Areas of improvement**

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..... Head of School

(.....)  
Dated .....month.....year.....