



Walailak University Announcement
On Progress Report of Performance for Walailak University
Employees,
B.E. 2562

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In regard with the Walailak University Regulation on Guidelines on Employment, Performance Appraisal for Employment Consideration and Employment Contract Termination of Academic Staff Members, B.E. 2561, it is stated that university employees appointed under this regulation shall enter into an employment contract entailing period of employment, employment conditions and it is the employees' responsibility to act in compliance with all the condition stated e.g., finding educational institutions to pursue a PhD and requesting for academic positions. Furthermore, the employees shall follow the Walailak university Announcement on Academic Workload Standards of Academic Staff Members in positions of an Assistant Professor, an Associate Professor and a Professor, B.E. 2562 as well as other relevant regulations, orders and announcements.

Therefore, in order to ensure the aforementioned university employees' compliance with rules, regulations, orders and provisions of the employment contract and their preparedness prior to performance appraisal for employment contract renewal, it is deemed appropriate to have university employees report progress on performance, problems and obstacles, and suggestions on the university-granted supports in order for the university to take into consideration and take action as seems fitting.

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outside 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. 5/2019 dated August 16, 2018, the announcement shall set forth as follows:

1. That this announcement is referred to as “Walailak University Announcement on Progress Report of Performance for Walailak University Employees, B.E. 2562”.
2. This announcement shall take effect on the day following the announcement day onwards.
3. In this announcement,

“University”	meaning	“Walailak University”
“University Council”	meaning	“Walailak University Council”
“President”	meaning	“the president of Walailak University”
“Section”	meaning	“Schools, colleges, colleges of graduate studies, institutes, centers or other units going by different names but being equivalent in status with the aforementioned”.
“Employee”	meaning	“University employees appointed in accordance with 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 the amended version

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4. For employees having worked for no less than 9 months but no more than 1 year under Employment Contract 1, the followings shall be carried out by both the employees themselves and the section to which they report:
- 1) Report head of the section about progress on performance together with problems and obstacles faced and suggestions for the university -granted supports using the form in this announcement attachment or the same form operated via the university's online system.
 - 2) Head of the section primarily seeks ways to provide the supports and assistance, and in the meantime, propose it further to the supervising vice-president for opinions and then propose it to the president or the assigned vice-president in order to assign a particular academic staff member as mentor or relevant organization providing advice and supports.
 - 3) Head of the section follows up on the performance and provides supports and assistance in No.2 as deemed appropriate.

Announced on Sept 4, 2019.

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