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Walailak University Regulation

On Hiring of Contract Lecturers to Perform in The University , B.E. 2561 (as amended)

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It is deemed appropriate to determine the Walailak University Regulation on hiring of contract lecturers to perform in the university to clearly specify guideline and methods for hiring, workload standard, pay, welfare and benefits and conditions for employment termination in order to recruit the university's future manpower since, in the future, it is necessary for the university to retain and recruit personnel in the fields facing manpower shortage or individuals, experts and specialists which the university has demand for to work for the university.

By virtue of Section 16 (2) and (9) of the Walailak University Act, B.E. 2535 and resolution by the Personnel Management Committee in the meeting no. 2/2018 dated March 12, 2018 and resolution by the Walailak University Council in the meeting no. 3/2018 dated 12 May 2018, the University Council shall set forth as follows:

1. That this regulation shall be called "Walailak University Regulation on hiring Contract Lecturers to Perform in The University, B.E. 2561"
2. This regulation shall take effect on the day following the announcement day onwards.

Other regulations, announcements, or orders conflicting or negating with this announcement shall be replaced by this announcement.

3. The followings shall be repealed:
 - (1) The Walailak University Regulation on Adjunct Staff Working for Walailak University, B.E. 2548

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outside the university.**

(2) The Walailak University Announcement on Guidelines and Methods for Recruitment of Academic Staff Members dated February 16, 2018

4. In this regulation,

“University”	meaning	“Walailak University”
“University Council”	meaning	“Walailak University Council”
“President”	meaning	“the president of Walailak University”
“Personnel Management Committee”	meaning	“A committee on personnel management of Walailak University”
“Section”	meaning	“Schools or other units going by different names but being equivalent in status with a school”.
“Contract lecturers”	meaning	“Individuals hired by the university or sections to work in academic positions”
“Academic position”	meaning	“Position of an Assistant Professor, Associate Professor, a Professor and a lecturer”

5. The president takes charge of this regulation.

In case any disruptions or issues arise as a result of following this regulation, final decisions shall be at the discretion of the Personnel Management Committee.

In case where it is reasonable and highly necessary, the president shall propose the Personnel Management Committee for consideration on a case-by-case basis.

Part 1 General Provision

6. To hire contract lecturers under this regulation, Sections must have received approval of manpower framework from the Committee on Workload Consideration and Manpower of Employees and Contract staff. In case of shortage of hiring budgets in that particular year, hiring shall be postponed to the next fiscal year unless the president gives approval in case where it is reasonable and necessary

7. Individuals qualifying to be hired as a contract lecturer need to meet the following eligibility criteria:

- 1) Must be a Thai citizen or a foreigner who is not currently a university employee

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- 2) Be a maximum of 65 years of age or others as resolved by the Personnel Management Committee
- 3) Hold a minimum of a Master's degree or the equivalent. In case of hiring of non-Thai citizens for English or foreign language teaching, a minimum of a bachelor's degree is required.
- 4) Demonstrate knowledge, ability and experience deemed suited to job responsibilities, and also have field-specific expertise.
- 5) Demonstrate moral quality, ethics and conducts as a respectable academic or researcher as required by the academic or professional organizations.
- 6) Exhibit determination to work and dedication to performing duties as required by the university
- 7) Be in good mental and physical health as proved by the medical checkup administered by doctors and medical certificates issued no more than 1 year by public medical institutes of the accredited equivalent
- 8) Other qualifications determined by the Personnel Management Committee and issued as a university announcement.

8.¹ Contract lectures may be hired under the following circumstances:

- 1) In case candidates for academic member positions lack primary qualifications as set in the eligibility criteria: English proficiency score not exceeding its 2-year validity period on the application date, namely TOEFL ITP lower than 550 or the equivalent lower than the standard set specifically for the positions, and sections are of absolute necessity and face severe manpower shortage, the candidates may be hired as a lecturer for a maximum of 1 year and no more than 3 times. Also, Term of Reference (TOR) must be assigned properly to allow for English proficiency improvement time.
- 2) In case the academic staff members retiring from the university holds an academic position as an Assistant Professor or that of higher ranks but is not hired under the Walailak University Regulation on Hiring of Retirees to Perform in the University, B.E. 2554 and the amended regulation on Hiring of Retirees to Perform in the University (2), B.E. 2561, the hiring sections can hire the

Amended by No.၄ of the Walailak University Announcement on Hiring of Contract Lecturers to Perform in The University (၂), B.E. ၂၅၆၈, dated May ၂၆, ၂၀၂၀.

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retired academic staff member as a contract lecturer assuming the same academic position for a maximum of 1 year.

This shall apply only under one of the following circumstances:

- (1) Face absolute necessity and serious shortage of lecturers
- (2) To assume a position of a curriculum lecturer or;
- (3) To achieve a Staff-to-Students Ratio specified in the TQF of programs/ curriculums issued by Ministry of Higher Education, Science, Research and Innovation or professional councils in each field or;
- (4) Under other circumstances as resolved by the Personnel Management Committee

In case where it is necessary, sections may propose to continue hiring the academic staff members under Contract 2 and others in continuation to it.

- 3) In case candidates are from outside the university, sections shall hire them to be a contract lecturer under any of the circumstances listed under No.8 (2)
 - (1) The retirees with academic positions of an Assistant Professor, an Adjunct Assistant Professor and an Associate Professor without a PhD degree or the equivalent shall be hired for a maximum of 1 year. Nevertheless, in case where it is necessary, the section may propose to continue hiring the academic staff member under Contract 2 and others in continuation to it.
 - (2) The retirees with academic positions of an Associate Professor with a PhD degree or the equivalent, an Adjunct Assistant Professor, a Professor, an Adjunct Professor or a Clinical Professor shall be hired until reaching the age of 65. Hiring the retirees older than 65 of age shall need approval from the university Council. In case where it is necessary, the section may propose to have the contract renewed for a maximum of 1 year each time.

Hiring of contract lecturers in No.8 (1) (2) and (3) may not only be for a full-time position. Part-time contract lecturers shall receive pay in proportion set by the Personnel Management Committee.

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Hiring of contract lecturers in No.8 (1) (2) and (3) shall be in compliance with the Walailak University Announcement in consultation with the Personnel Management Committee.

Renewal of the contract lecturers' contracts under this regulation shall be subject to the appraisal for employment consideration in accordance with guidelines and methods specified in a university announcement in consultation with the Personnel Management Committee.

Amendment to the statements listed under No.8 shall be implemented through a university announcement in consultation with the Personnel Management Committee.

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9. Sections shall appoint a recruitment/ selection committee including:

(1) Dean of the school	Committee chairman
(2) Head of program and a minimum of 2 program faculties	Committee
(3) 1 general administration staff member	Secretary

10. In case of the hiring described in No.8 (1), the committee shall organize a selection exam to select the finalists from the candidate pool in order to propose the university for hiring.

In case of the hiring described in No.8 (2) or 8 (3), the selection committee shall select the qualified retirees in order to propose the university for hiring.

11. A committee of the section shall have authority to take action as stated in this regulation. In accordance with this regulation, the president and Dean/ Head of Section are superintendents.

12. Other matters regarding hiring of contract lecturers which are not specified in this regulation shall be addressed in accordance with rules, conditions, announcements, resolutions, orders, provisions and regulations issued by the university as warranted by the circumstances, or mutual agreements between the university and contract lecturers.

Part 2

^၁ Amended by No.၁ of the Walailak University Regulation on Hiring of Contract Lectures to Perform in The University (၁), B.E. ၂၅၆၈, dated May ၂၆, ၂၀၂၀.

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Academic Workload

13. Contract lecturers shall assume the following responsibilities:

- 1) Responsibilities of Teaching and research development or other areas as determined by the university except for those related to academic administration or being in a position of academic administration unless approved by the university council.
- 2) Follow the academic workload standards set by the university
- 3) Be a curriculum lecturer or a thesis advisor
- 4) Perform other duties as assigned by the section to which the contract lecturers report.

In case of absolute necessity, the university may hire contract lecturers to perform in addition to the academic workload standard specified in Paragraph one. In this regard, the section shall propose for hiring on an individual case basis and need to be agreed upon and approved by the Personnel Management Committee.

Part 3 Pay, and welfare and benefits

14. Contract lecturers hired as described in No.8 (2) are entitled to pay and remuneration as that of university employees, as well as welfare and benefits provided by the university, with the exception of non-Thai contract lecturers whose welfare and benefits will be as determined by a university announcement.

15.³ Pay for the contract lecturers as described in 8 (2) and (3) will be on a monthly basis in a lump sum based on the following pay rates:

- 1) Assistant Professor, Adjunct Assistant Professor 62,000 THB/ month
- 2) Associate Professor, Adjunct Associate Professor 72,000 THB/ month
- 3) Professor, Adjunct Professor, Clinical Professor 82,000 THB/ month

³ Amended by No.๔ of the Walailak University Regulation on Hiring of Contract Lectures to Perform in The University (๒), B.E. ๒๕๖๓, dated May ๒๖, ๒๐๒๐.

Besides the monthly pay, contract lecturers will also receive welfare and benefits, with the exception of their spouses and offspring in accordance with the guidelines given by the Personnel Management Committee.

Amendment to the statements in Paragraph one shall be made through a university announcement under the approval of the Personnel Management Committee.

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16. Amendment to the statements on pay rates, and welfare and benefits specified under No.14 shall be made through a university announcement.
17. Pay specified in No.14 and No.15 will be from the university budget unless determined otherwise by a university announcement.

Part 4 Termination of Employment Contracts

18. Contract lecturers shall face termination of employment contracts under the following circumstances:
 - 1) Completion of terms specified in the employment contract
 - 2) Approved resignation
 - 3) Decease
 - 4) The employment contract is ended at the instigation of either the university or the academic staff member and one party gives the other at least a 3 months' notice.
19. The university may terminate employment contracts before the end of employment term under the following circumstances:
 - 1) Fail the performance appraisal
 - 2) Serious misconducts
 - 3) unjustifiable abandonment of duties
 - 4) Receive an imprisonment sentence, except for an offense committed by negligence or petty office. It shall be in accordance with the regulation and guidelines which the university imposes on university employees by mutatis mutandis.

Amended by No.၁ of the Walailak University Regulation on Hiring of Contract Lectures to Perform in The University (၁), B.E. ၂၅၆၈, dated May ၂၆, ၂၀၂၀.

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- 5) A licensed doctor or a doctor approved by the university has examined and concluded that the academic staff member lacks fitness to duty.

Whether the contract lecturers will receive or not receive compensation due to termination of an employment contract at an instigation of the university as stated in Paragraph one shall be as determined by the university regulation.

**Part 5
Transitional Provision**

20. Adjunct staff and academic staff listed below shall perform duties until reaching the end of employment term.

(1) Adjunct staff under the Walailak University Regulation on Adjunct Staff Working in the University, B.E. 2558;

(2) Academic staff hired by the university as contract staff in accordance with the Walailak University Announcement on Guidelines and Methods for Selection of Academic Staff Members, dated March 24, 2017.

Announced on May 31, 2018

(sign)
(Professor Dr. Wichit Srisa-an)
Chairman of Walailak University Council)

Division of Human Resources and Organization

February 17, 2021