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**Walailak University Announcement**  
**On Criteria and Methods for Performance Appraisal for**  
**Employment Contract Renewal of Contract Lecturers, B.E. 2563**  
**(as amended)**

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Pursuant to the Walailak University Announcement on Criteria and Methods for Performance Appraisal for Employment Consideration of Contract Lecturer, B.E. 2563, dated June 5, 2020 and to improve the criteria and methods for performance appraisal for employment contract renewal of contract lecturers under the Walailak University Regulation on Hiring of Contract Lecturers to Perform in the University, B.E. 2561 or as amended;

By virtue of Section 24 of the Walailak University Act, B.E. 2535, No. 12 of the Walailak University Regulation on Hiring of Contract Lecturers to Perform in the University, B.E. 2561, No. 11 of the Walailak University Announcement on Hiring of Contract Lecturers in other cases, B.E. 2563 and resolution by the Personnel Management Committee in the meeting no. 5/2020 dated July 30, 2010, it is deemed appropriate to repeal the aforementioned announcement and issue this announcement as follows:

1. That this announcement shall be called “Walailak University Announcement on Criteria and Methods for Performance Appraisal for Employment Contract Renewal of Contract Lecturers, B.E. 2563 (as amended)”.

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outside the university.**

2. This announcement shall take effect on the day following the announcement day onwards.
3. 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 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”

4. The president shall take charge of this announcement and has authority to issue announcements or orders to carry out what is stated in this announcement.

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

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5. <sup>1</sup> Contract lecturers who in continuation to the first contract are hired under Employment Contract 2 and others succeeding it shall need to pass all the appraisal criteria and follow all the conditions listed below:

( 1 ) Meet the passing standards of moral quality, ethics and conducts both as a respectable university employee and academic, set by academic or professional organizations.

( 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

( 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.

( 4 ) Participate in workshops or trainings in different programs as required by the university.

( 5 ) Comprehensively follow the criteria or resolutions given by the selection committee/ entrance committee or resolution by the committee on performance appraisal for employment consideration in the recent appraisal.

( 6 ) Contract lecturers older than 65 years of age need to have mental and physical fitness proved by a medical checkup administered by doctors, and also need to submit a medical certificate issued no more than 1 year by public or accredited medical institutes.

( 7 ) In case contract lecturers hired as described in No.8 (1) under the Walailak University Regulation on Hiring of Contract Lecturers to Perform in the University, B.E. 2561 or as amended need to improve English proficiency as required by the university and present the progress report every four months, after completing each employment term and being granted contract renewal, the contract lecturers shall have to be able to present the score on English Proficiency tests,

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<sup>၁</sup> Walailak University Announcement on Criteria and Methods for Performance Appraisal for Employment Contract Renewal of Contract Lecturers (၁), B.E. ၂၅၆၁, dated January ၁၈, ၂၀၂၀

namely TOEFL or the equivalent which is not lower than the standard set in each of the employment contracts as follows:

1. Employment Contract 1            400 or higher
2. Employment Contract 2            500 or higher
3. Employment Contract 3            550 or higher or as specified as a minimum requirement for applicants for academic staff positions

The appraisal criteria and appraisal form for employment contract renewal shall be as determined by the university.

6. Performance appraisal for employment contract renewal of contract lecturers who are taking study leave shall be principally based on academic performance and behavior exhibited during the leave.
7. The president shall appoint a committee on performance appraisal for employment contract renewal of contract lecturers as described below:

- |   |                       |
|---|-----------------------|
| (1) the vice-president<br>supervising the section   | Committee chairperson |
| (2) Dean of School to which<br>the contract lecturer reports  | Deputy-chairperson    |
| (3) Head of program or, in<br>case of none, 1 curriculum<br>chairperson or person<br>responsible for the curriculum | Committee             |
| (4) 1 external expert   | Committee             |
| (5) 1 member of the faculty<br>(Lecturer)   | Committee             |

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(6) 1 person assigned by the section

Secretary

8. The committee on performance appraisal for employment contract renewal of contract lecturers has to complete the appraisal no less than 60 days before the end of the employment contract's term.

In case where it is necessary, the committee on performance appraisal for employment contract renewal of contract lecturers can propose the president for approval for an appraisal extension for a maximum of 1 month starting from the date on which the employment contract has ended.

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

9. The Division of Human Resources and Organization proceeds to notify the contract lecturers of the resolution of employment termination or cessation in writing no less than 30 days in advance.
10. End of employment term, termination of employment contracts, cessation of employment and other personnel management matters besides those specified in this announcement shall be as determined by the Walailak University Regulation on Hiring of Contract Lecturers to Perform in the University, B.E. 2561 or the amended version.
11. In case where it is necessary so as so provide benefits to the university or sections, or in case of inability to carry out what this announcement specifies, the sections shall proceed to propose the president through the supervising vice-president to consider on a case-by-case basis.

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Announced on August 6, 2020.

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(Prof. Dr. Sombat Thamrongthanyawong)

President of Walailak University

**Division of Human Resources and Organization**

**February 17, 2021**

**Attachment**

**Walailak University Announcement**

**On Criteria and Methods for Performance Appraisal for  
Employment Contract Renewal of Contract Lecturers,**

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**Form 1**

**Appraisal Form for Employment Contract Renewal of  
Walailak University Contract Lecturers**

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**Direction** Employment Contract Renewal Appraisal Form **is divided into 7 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 Participation in trainings or seminars

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Part 6 Fulfillment of conditions or resolutions given by recent the selection committee / the committee on performance appraisal for employment consideration

Part 7 Appraisal result conclusion

**Part 1 General information of the appraisee**

Name of the appraisee

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

Appointed a contract lecturer for a period of .....year(s).

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**

1. Course title..... Lecture  
 hours.....hours            Average teaching evaluation scores given by  
 students.....

2. Course title..... Lecture  
 hours.....hours            Average teaching evaluations scores given by  
 students.....

**Appraisal criteria:** Average teaching evaluations scores given by students in each course 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

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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**  Pass  Fail

**Comment/Suggestion**

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**Part 5 Participation in trainings/workshops/seminars**

Over the period of employment, the contract lecturer has attended .....trainings /workshops/seminars (the number).

**Appraisal Criteria:** Participate in 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 6 Fulfillment of conditions or resolutions given by the recent the Selection Committee / the Appraisal for Employment Contract Renewal Committee**

**Appraisal result**

Fulfill conditions/ resolutions

Not fulfill conditions/ resolutions as follows:

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**Comment/Suggestion**

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**Part 7 Appraisal result conclusion**

Appraisal components		Appraisal results	
Morality, ethics and conduct appraisal		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

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Teaching performance appraisal		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Fulfillment of academic workload requirements		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Participation in trainings/workshops/seminars		<input type="checkbox"/> Having attended all the programs	<input type="checkbox"/> Having attended some programs
Fulfillment of conditions or resolutions given by the recent the Selection Committee / the Appraisal for Employment Contract Renewal 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.....

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Comments/ Suggestions (If any)

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**Appraisee**

**Committee on Performance  
Appraisal for Employment Contract  
Renewal**

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Committee chairperson

(.....)

(.....)

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

..... Deputy Chairperson  
(.....)

Committee

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(.....)

Committee

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(.....)

Committee

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(.....)

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

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

**Form 2**  
**Information on Performance Outcomes for Appraisal for**  
**Employment Contract Renewal**

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**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 contract lecturer 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

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

Appointed a contract lecturer for a period of .....year(s).

from.....month.....year.....to.....month

.....year.....

**Part 2 Information on performance outcomes**

**1. Teaching outcome evaluation**

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Course code/ Title	The number of lecture hours	The number of students	Coordinating lecturers	Evaluation outcomes (Average)	References

## 2. Fulfillment of Academic Workloads

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

\* 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:**

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

**3 . Participation in trainings/ workshops/ seminars ( As conditioned by the university / the committee)**

No.	Titles of trainings/ workshops/ seminars programs	Attendance dates	Organized by
	New Employee Orientation		
	Paths to becoming a professional		

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	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 under the Thailand Qualifications Framework (TQF)		
	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)		

**4. Fulfillment of conditions or resolutions given by the selection committee/ entrance committee/ appraisal committee**

<b>conditions or resolutions given by the selection committee</b>	<b>Compliance with the resolutions/ conditions</b>
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I hereby certify that the above is true in all respects

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(.....)

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 Section

(.....)

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