



**Walailak University Announcement**  
**on Personnel Management of Walailak University Enterprise**  
**employees**  
**(2), B.E. 2563**

.....

Pursuant to the Walailak University Announcement on Personnel Management of Walailak University Enterprise Employees, B.E. 2562 which has determined that recruitment of individuals to be enterprise employees shall be as stated in the criteria and methods set by each section, it is, therefore, deemed appropriate to establish the hiring criteria and methods that are not inferior to those for contract academic staff, for enterprise employees in a category of academic staff;

By virtue of Section 24 of the Walailak University Act, B.E. 2535, No. 6 of the Walailak University Regulation on Personnel Management of Walailak University Enterprise Employees, B.E. 2562, and resolution by the Personnel Management Committee in the meeting no. 1/2020 dated January 15, 2020, the announcement shall be issued as follows:

1. That this announcement shall be called "Walailak University Announcement on Personnel Management of Walailak University Enterprise employees (2), B.E. 2563"
2. This announcement shall take effect on the day following the announcement day onwards.
3. In this announcement,

**These translation copies are intended for internal use only, and are not made available  
outside the university.**

“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, colleges, graduate schools, institutes, centers, parks, divisions, projects or others going by different names but being equivalent in status with the aforementioned”.
“Enterprise employee”	meaning	“individuals hired on a contract basis and receive pay from budget outside the university”
“Academic enterprise employees”	meaning	“Enterprise employees in positions of a Professor, as Assistant Professor, an Associate Professor and a lecturer”

4. The president shall take charge of this announcement. In case any disruptions or issues arise as a result of following this announcement, final decisions shall be at the discretion of the president
5. No. 12 of the Walailak University Announcement on Personnel Management Walailak University Enterprise Employees, B.E. 2562 shall be repealed and replaced by the following statement:

“No.12 Criteria and methods hiring of enterprise employees are as follows”

- 1) Hiring of academic enterprise employees of the sections shall be as stated in the criteria and method in this announcement.

**These translation copies are intended for internal use only, and are not made available outside the university.**

- 2) Hiring of enterprise employees to be in positions of a researcher or a professional operation and general administration employee shall be as determined by the criteria and methods determined by the section. Upon completion of the recruitment and selection process, a copy of selection result announcement together with relevant documentation of successful applicants shall be submitted to the Division of Human Resources and Organization in order to proceed to making employment contract and importing them to the university system.

## **Part 1**

### **Qualifications of Academic Enterprise Employees**

6. Apart from having all the general qualifications and no prohibited characteristics as specified in the Walailak University Regulation on Personnel Management, B.E. 2561 or as amended, academic enterprise employees shall have the following qualifications.

6.1 Individuals outside the university shall have to have the following qualifications:

- 1) Have a GPAX as required and a minimum of 550 TOEFL (Paper-based) scores and meet other conditions determined by the Walailak University Announcement on Qualifications of Applicants for the Academic Staff Positions of Walailak University, dated 11 April, 2019 or as amended.
- 2) Be Thai or non-Thai citizens who are not currently employed by the university.
- 3) Be a maximum of 65 years of age unless approved by the university council.
- 4) Hold a minimum of a Master's degree or the equivalent

**These translation copies are intended for internal use only, and are not made available outside the university.**

- 5) Demonstrate knowledge, ability or professional experiences and expertise in the field
- 6) Demonstrate moral quality, ethics and conducts as a respectable academic or researcher as required by the academic or professional organizations.
- 7) Exhibit determination to work and dedication to performing duties as required by the university.
- 8) Not be diagnosed with prohibited characteristics and be of good mental and physical fitness as verified by medical certificates issued by public medical institutes or the accredited equivalent as provided in the Walailak University Announcement on Illnesses and Prohibited Characteristics for the University Employees and Contract Staff, Medical Checkups and Psychological Tests, B.E. 2562 or as amended.
- 9) Other qualifications as determined by the Personnel Management committee.

6.2 Individuals who used to be a Walailak University employee must have the following qualifications:

- 1) Have attended the Pre-UKPSF or UKPSF trainings
  - 2) In the academic year prior to the applicant's resignation as a Walailak University academic staff member, the applicant achieved academic workloads as required by the university and obtained teaching evaluation scores by students of at least 4.0 in each course.
7. Besides the qualifications listed under No.6, Individuals qualifying to be hired as an academic enterprise employee to perform in graduate programs need to have published studies as provided in the announcement by Ministry of Higher Education, Science, Research and Innovation on Standard Criteria for Undergraduate or Graduate Programs as the case may be.

**These translation copies are intended for internal use only, and are not made available outside the university.**

## Part 2

### Reasons and necessity for hiring and conditions of employment

8. Sections shall provide reasons for hiring of academic enterprise employees with attachment of details as listed below:

8.1 In cases of hiring for the curriculum lecturer position, the following information or proof documents must be submitted.

- 1) A name list of curriculum lecturers in all curriculums
- 2) Qualified applicants for the curriculum lecturer position need to hold direct degrees or other considered related to the programs or curriculums as provided in the in the announcement by Ministry of Higher Education, Science, Research and Innovation on Standard Criteria for Undergraduate or Graduate Programs as the case may be.

8.2 In cases where the hiring is for the purpose of achieving a standard Staff-to-Student ratio as required by the TQF of each program/curriculum by Ministry of Higher Education, Science, Research and Innovation or professional councils of each program, proof of documentation detailing the Staff-to-Student Ratio or Student Ratio as required by the professional councils of the program recruiting academic enterprise employees.

9. The followings are employment conditions for academic enterprise employees:

- 1) Have conducted some research studies with contribution percentage of at least 50%, the studies have been published in international academic journals indexed in the Scopus database or Web of Science.
- 2) Achieve academic workloads as required by the university
- 3) Perform teaching and research responsibilities or others as required by the university but academic enterprise employees shall not assume administration positions unless approved by the university.
- 4) Assume the responsibility as a curriculum teacher and thesis advisor

**These translation copies are intended for internal use only, and are not made available outside the university.**

- 5) Those who did not use to be a Walailak University employee need to attend the Pre-UKPSF or UKPSF trainings or others as required by the university.
- 6) Perform other duties as assigned by the university.

### **Part 3**

#### **Selection and Approval of Employment**

10. A school committee or the equivalent, or an administration committee of the university or the equivalent as the case may be shall examine the qualifications, reasons and necessities for hiring and Terms of Agreements, and proceed to organize the selection exams/ selection of the qualified applicants and then propose the names to the president for employment approval.
11. In cases where sections wish to hire the academic enterprise employee for a continuous duration, the sections shall propose reasons and necessity for hiring as well as the employee's performance appraisal results obtained under an initial contract to the president or the assigned vice-president in order to approve the employment contract renewal. However, it shall not exceed a maximum of 1 year period or that of the project to which the off-budget funds are allocated.
12. Hiring of academic enterprise employees before this announcement is effective shall be in compliance with this announcement.

Announced on January 24, 2020.

.....  
(Prof. Dr. Sombat Thamrongthanyawong)

President of Walailak University

**These translation copies are intended for internal use only, and are not made available outside the university.**