



**Walailak University Announcement**  
**On Criteria and Methods for Teaching Evaluation,**  
**B.E. 2563**

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Whereas it is expedient to revise the criteria and methods for teaching evaluation for appointing individuals to academic titles in relation to the university's teaching and learning conditions. By virtue of Section 24 of the Walailak University Act, B.E. 2535, No.4, No. 8 and No.14 of the Walailak University Regulation on Criteria and Methods for Teaching Evaluation for Appointing Individuals to Academic Titles, B.E. 2562 and resolution by the Academic Council in the meeting no. 8/2020 dated August 19, 2020, the Announcement shall be issued as follows:

1. This Announcement shall be called "Walailak University Announcement on Criteria and Methods for Teaching Evaluation, B.E. 2563".
2. This Announcement shall take effect on the day following the announcement day onwards.
3. The president shall take charge of this Announcement. In case any disruptions or issues arise due to this regulation, final decisions shall be at the discretion of the Academic Council.
4. Statements provided in the attachment to this Announcement shall replace those specified in Part 4 pertaining to guidelines on teaching evaluation provided in the attachment of the Walailak University Regulation on Criteria and Method for Teaching Evaluation for Appointing Individuals to Academic Titles, B.E. 2562.

Announced on December 7, 2020.

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

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**Attachment**  
**Walailak University Announcement**  
**On Criteria and Methods for Teaching Evaluation,**  
**B.E. 2563**  
**Dated ..... November 2020**  
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**Teaching Evaluation Guideline**

1. **Method 1** based on results of the teaching evaluation by students under the UKPSF framework, criteria for application of scores are as follows:
- (1) The teaching evaluation results given by students must be only from the courses being submitted for academic title appointment consideration.
  - (2) Those courses must be registered by a minimum of 25 students and no less than 80 percent of the registered students in that course or group completes the teaching evaluation. In case of the same course with more than 1 group offered in the academic year, average teaching evaluation scores from every group, given by no less than 25 students combined, can be used.
  - (3) Levels of the evaluation scores are average scores of the teaching evaluation by students which are from courses conditioned as in No.1 and No.2.

In cases where it is necessary and unable to proceed as conditioned in Method 1, Method 2 shall be consulted.

**Table of Comparison of Teaching Evaluation**

No.	Evaluation topic		Score
	Guidelines from the Civil Service Committee in Higher Education Institutes (C.C.H)	WU Guideline	
1.	Systematically lay out teaching plans with clear teaching goals and	1.1 Teachers provide explanations or inform students of course outlines	0.500

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	appropriate teaching components to achieve the teaching goals	detailing comprehensive details of the content under every topic which shall include learning topics, information sources for self-directed learning, homework/exercises/reports details of quizzes/tests and test score proportions through online channels or others	
		2.2 In what levels does a teacher organize teaching in accordance with the content informed (A less than 50% of the content informed, B between 50% to 80% of the content informed and C more than 80% of the content informed)	0.300
2.	Able to apply a variety of teaching techniques to create learners' interest in learning and constantly follow up on teaching i.e., use of simple language styles, examples, hands-on experiences or questions to stimulate students' thinking and answering.	2.1 What style of learning processes do teachers organize in the class? (A lecture only, B Lecture combined with active learning, C Lecture combined with active learning and emphasis on students' participation in designing or determining their own learning) 2.3 For active learning activities and/or feedback	0.750  0.300

		both during and beyond class hours, on what levels do students think that their learning benefits from them?	
3.	Able to instill in learners learning autonomy enabling and training them to engage in critical thinking, assessing reliability and credibility of knowledge sources so that they evolve to be lifelong learners.	2.4 Teachers require students to read supplementary English-written articles published in international journals with assessment and suggestions being included	0.150
		5.2 In what languages do teaching materials are written/prepared?	0.225
		5.3 For teaching under the topic/ Period taught, what core textbooks and/or class handouts (written in what languages) do teachers use?	0.075
4.	able to effectively apply a wide range of modern and appropriate teaching materials, equipment and digital interactive media, and to provide real-life simulations which increase learners' enthusiasm.	5.1 Teachers always disseminate teaching materials for every teaching period/ topic in advance via online systems which students can easily access anytime such as WU-eLearning, Google Classroom, MOOCs online or others (in what manners).	0.500
		5.4 On what levels of overall quality do the	0.200

		teaching materials have to promote learners' learning?	
5.	able to demonstrate ability to assess learners' understanding and comprehension of the subject being taught.	3.1 Teachers consistently attend to assessment of the students' learning outcomes under all topics i.e., Post-test/quiz, exercises, reports, problems projects.	0.600
		3.2 Teachers provide answer keys to post-tests/ quizzes or exercises or suggestions to improve learning.	0.600
		3.3 In what levels do the formative assessments of learning for teach topic/ period i.e., post-tests/quizzes, exercises, reports, problems or projects stimulate and promote learning?	0.300
6.	Able to teach students to rationally analyze and synthesize knowledge of the subject taught	Active learning shall be regarded as being inclusive of these by default and included in No.2.1 and No.2.3.	
7.	Able to have learners envision and comprehend the relation of the subject being taught to other relevant subjects.		
8.	able to integrate interpersonal skills, expression skills, problem solving skills, adaptability and open-mindedness into teaching.		

	<p>Others besides the guidelines given by the C.C.H</p> <p>“In case the Higher Education Commission has resolved that a higher education institution has a teaching evaluation system for faculties which is thoroughly inclusive of all topics as concretely determined, accurate and reliable, the commission may give permission for such system to be applied in instead of the C.C.H teaching evaluation guideline. Furthermore, the commission may add more evaluation topics by having them issued in an Announcement prior to practice of the teaching evaluation.”</p>	4.1 On what level are teachers punctual for the start and dismissal of classes?	0.350
		4.2 On what level are teachers politely and appropriately dressed for class teaching>	0.050
		4.3 On what levels do teachers treat all students equally without personal biases during class teaching?	0.050
		4.4 In what manners do teachers demonstrate responsibility over class teaching, both normal and make-up classes?	0.050
	Total		5.000

**2. Method 2** Teaching evaluation results are given by a committee on teaching evaluation for academic title appointment request appointed by schools/ colleges or other committees having equivalent power to proceed as described in No.11 (2) paragraph 2 “a school

committee may appoint a panel of experts comprising no less than 3 but no more than 5 members to be in charge of evaluating teaching materials on its behalf and propose the evaluation results to the school committee for consideration” in order to evaluate teaching using Form for Committee-Conducted Teaching Evaluation for Academic Title Appointment Request in No.3 in the courses submitted for academic title appointment consideration. Candidates may proceed through this in advance and the evaluation result shall be valid for 1 year from an evaluation date.

### 3. Form for Committee-Conducted Teaching Evaluation for Academic Title Appointment Request

Candidate .....

Program.....School.....

Course.....Course code .....

Date .....Month.....Year.....time .....

For teaching of the program .....

Topic .....

Type of teaching  Theory  Practice

Others (Please specify)

Please put the following scores in each blank corresponding to the evaluation topics.

5 = Very good    4= Good    3= Moderate    2 = Fair    1= improvement needed

No	Evaluation topic	Score
1.	Able to systematically lay out teaching plans with evaluation and assessment methods in compliance with teaching methodologies and expected learning outcomes.	
2.	Able to teach and train learners to rationally think, analyze and criticize in the subject taught.	
3.	Able to apply a variety of teaching techniques and methods of active learning in order to keep learners constantly interested in and focused on learning.	

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4.	Able to consistently provide formative assessment, feedback and suggestions for improvement to learners	
5.	Able to help learners envision and comprehend the relation of the subject being taught to other relevant subjects and associate the acquired knowledge with tasks in daily life or in the future.	
6.	Able to introduce learners to sources of information for self-directed learning and train them to read English-written academic journals to improve English proficiency.	
7.	Able to arrange for learners to express their opinions and share experiences as deemed appropriate.	
8.	Able to apply appropriate technologies or other learning aids.	
9.	Able to apply teaching materials and suitable learning sources.	
10.	Able to integrate techniques for interaction, cooperation, interpersonal skills, expression skills, presentation skills, problem solving skills, adaptability and open-mindedness.	
11.	Have teaching methods and assessment which can reflect students' lifelong learning.	
12.	Have created evaluation forms or Rubric tables for fair scoring and clearly announce all assessment criteria to students.	
13.	Set a find example for morals and ethics.	
		Total
		Average
<p>Sign .....</p> <p>(.....)</p> <p>Chairperson of the school committee</p> <p>Date ..... Month..... Year.....</p>		



#### **4. Levels of evaluation**

Senior Professional Level in Teaching	Average scores of no less than 4.51
Professional Level in Teaching	Average scores of no less than 4.00
Below Professional Level in Teaching	Average scores of no less than 4.00