



Walailak University Announcement

On Academic Workload Requirement of Academic Staff and Academic Administration Position for Fiscal Year B.E. 2565

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To standardize the academic workload of academic staff and academic staff holding academic administration positions to be aligned with the university policy in propelling to be the world's leading research university and to become the Comprehensive Research University according to the objectives of the 20-year strategic plan (2018 - 2037) which will become Frontier research / Frontier knowledge in the type Global and Frontier Research University and become "1 in the world's 100 universities by 2027". By virtue of the provisions of Section 24 of Walailak University Act, B.E. 2535 and Paragraph 17.1 of Walailak University Regulation for Personnel Management, B.E. 2561 accompanied by approval from the University Academic Council meeting no. 1/2565, dated 19th January 2022 and the Personnel Management Committee meeting no.1/2565, dated 21st January 2022, the resolution shall set forth as follows:

Article 1: This announcement shall be called “Walailak University Announcement On Academic Workload Requirement of Academic Staff and Academic Administration Position for Fiscal Year B.E. 2565”

Article 2: This announcement shall be effective on 1st October B.E. 2565 or in the appraisal year of fiscal year 2565 hereafter.

Article 3: Cancel these announcement as follows:

(1) Walailak University Announcement On Academic Workload Requirement of Academic Staff in the rank of Lecturer, Assistant Professor, Associate Professor and Professor for Fiscal Year B.E. 2564 announced on 20th January 2021

(2) Walailak University Announcement On Academic Workload Requirement of Academic Staff in the rank of Lecturer, Assistant Professor, Associate Professor and Professor for Fiscal Year B.E. 2564 (Second Issue) announced on 4th March 2021

(3) Walailak University Announcement On the Amendment of attachments attached to the announcement of Walailak University Annoucement on On Academic Workload Requirement of

Academic Staff in the rank of Lecturer, Assistant Professor, Associate Professor and Professor for Fiscal Year B.E. 2564 announced on 10th March 2021

(4) Walailak University Announcement On Academic Workload Requirement of Academic Staff in the rank of Lecturer, Assistant Professor, Associate Professor and Professor for Fiscal Year B.E. 2564 (Third Issue) announced on 13th September 2021

Announcement, rules, or regulations that are contrary or inconsistent with this announcement shall be repealed.

Article 4 : In this annoucment

“University”	Meaning	Walailak University
“School”	Meaning	Schools, College, Collage of Graduated studies or other differently named units deemed equivalent to the School
“Academic staff”	Meaning	Employees holding academic rank of Lecturer, Assistant Professor, Associate
“Academic Administration Position”	Meaning	Academic Administration Position holding various positions following the provisions of Section 24 of Walailak University Act, B.E. 2535 and Paragraph 14 of Walailak University Regulation for Personnel Management, B.E. 2561 or its Amendment version.
“Academic workload requiremnet”	Meaning	Amounts of work in varied categories required of academic staff. The total workload per year is compared from the annual working time of 52 weeks, which are 5 working days, 7 hours daily (Excluding weekend and public holidays), as an overall amounts of a minimum 1,730 workload credits/

Appraisal year

“Workload unit”	Meaning	a workload counting unit derived from a manner and type of work in different categories.
“Assessment Round”	Meaning	Duration of work in the assessment Year since 1 st October of the previous Year to 30 th September of the current Year. For the teaching workload, shall be counted by academic year.

Article 5 The President reserves the authority to enforce this announcement and make a final decision. The President’s decision shall be final.

Article 6 In the case that academic staff is unable to comply with this announcement, the Dean shall propose reasons and necessity to the supervising Vice President before proposing to the President for approval on a case by case basis at the early beginning of the assessment year.

Article 7 Any amendment to the announcement or documents attached to this announcement must be prepared as a university announcement and notify the Human Resources Management Committee for acknowledgment

Article 8 Academic staff who will receive an annual salary raise must have the workloads as follows:

(1) Having a minimum workload in each aspect and total workload in all aspects per assessment year of not less than 1,200 workload according to Table 1, Table 2, Table 3, Table 4 or Table 6, as the case may be.

(2) Having a minimum score in each area and a score in all aspects per assessment year not less than 70 points according to Table 5.

The normal workload according to Table 1 is as follows:

Table 1 Performing all aspects of work according to normal criteria and personal achievement score

Workload Area	Score (Full Score)	Workload Units per year (Round off)	
		Minimum	Maximum

1. Teaching	20	500	700
2. Research and academic work development	20	500	700
3. Academic service and preservation of art and culture or other types of work as assigned	10	200	330
Total	50	1,200	1,730

Article 9 For academic staff with the following qualifications can choose the workload ratio.

9.1 Academic staff who are teaching in Schools in health science field or other schools as specified by the university and operate clinical services, can select the proportion of workload as in Table 2.

Table 2

Workload Area	Score (Full Score)	Workload Units per year (Round off)	
		Minimum	Maximum
1. Teaching and operating clinical services, academic service and preservation of art and culture or other types of work as assigned.	30	700	1,030
2. Research and academic work development	20	500	700
Total	50	1,200	1,730

9.2 Academic staff who are members of School of Languages and General Education, other Schools that teach General Education courses, Science Foundation courses and School of Nursing, can select the proportion of workload as in Table 3.

Table 3

Workload Area	Score (Full Score)	Workload Units per year (Round off)	
		Minimum	Maximum
1. Teaching and academic service and preservation of art and culture or other types of work as assigned.	35	850	1,200
2. Research and academic work development	15	350	530

Total	50	1,200	1,730
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9.3 Academic Staff at the training site responsible for supervising and developing the school's work to be standardized according to the curriculum and towards academic excellence, focusing on teaching and learning management from practical skills in various training centers according to the positioning standards set by the university by performing work and having a score proportion as in Table 4.

Table 4

Workload Area	Score (Full Score)	Workload Units per year (Round off)	
		Minimum	Maximum
1. Teaching and academic service at the training site according to the curriculum or as specified by the university	30	700	1,030
2. Research and academic work development	20	500	700
Total	50	1,200	1,730

9.4 Academic staff who choose to do research instead of teaching in accordance with Walailak University's announcement regarding rules and procedures for employees to do research and develop the academic work to replace the teaching workload B.E. 2561 or the amended version to have a score proportion according to Table 5.

Table 5 Academic staff who choose to do only research

Workload Area	Workload Units per year (Round off)	
	Minimum	Maximum
1. Research	55	80
2. Academic service and preservation of art and culture or other types of work as assigned.	15	20
Total	70	100

9.5 Academic staff who have to do research instead of teaching due to teaching assessment results does not meet the criteria (with a teaching assessment result of less than 4.00 for two consecutive semesters or having an assessment teaching is lower than 3.75) according to

Walailak University's announcement regarding criteria and procedures for student evaluation B.E. 2021 or the amended version which stated that complementary research must be done for individual achievements of 50 points in total, with the organization assessment of 40 points and a supervisor's discretion of 10 points, according to Table 6.

Table 6 For academic staff who have to do research work instead of teaching

Workload	Score (Full Score)	Workload Units per year (Round off)	
		Minimum	Maximum
1. Research	40	1,000	1,400
2. Academic service and preservation of art and culture or other types of work as assigned.	10	200	330
Total	50	1,200	1,730

9.6 Academic staff who have to do research work instead of teaching due to the teaching evaluation results do not meet the criteria (with a teaching assessment score higher than 3.75 but lower than 4.00) able to teach 1 course and must complete research work to replace the missing teaching workload in accordance with the teaching workload standard and must have a research workload that meets the research workload standard. And also need 50 points for personal achievement, 40 points for organizational assessment, and 10 points for supervisor's discretion.

Principle of workload unit and the criteria for comparing the workload of academic staff. Details are in the attachments attached to this announcement, Appendix 1

Article 10 In the case of foreign lecturers and retired Thai contract lecturers, the academic workload is as follows:

10.1 Foreign lecturers under the School of General Education and Languages. In the case that the work agreement (Term of reference) agreed to have only teaching workload. The dean shall assign tasks in accordance with the agreement.

10.2 Foreign lecturers under the International College or other departments specified by the university. In the case of the work agreement (Term of reference) that does not have an academic service or other works must have 700 teaching workloads, research and development work on academic works 1,030 workloads.

10.3 Retired Thai Contract Lecturer under the School of General Education and Languages. In the case of the work agreement (Term of reference) agreed to have only teaching workload, the Dean shall assign tasks in accordance with the agreement.

10.4 Retired Thai Contract Lecturer in other school/college can make as teaching and/or research workloads on a proportional basis and pay proportional compensation. The dean be a person who assigns the workload according to the agreement

10.5 In cases other than items 10.1 to 10.4, there shall be a proportion of the workload according to Article 8, Table 1.

Article 11 Academic staff may have different workloads and results than those specified in Article 9 or Article 10 in the following cases:

11.1 Staff who hold an academic administration position or Head of department or other positions specified by the university. Calculate of the academic workload according to the proportion of full-time workload according to Table 7.

Table 7 The proportion of workload scores of employees in academic management positions or supervisory agency

Position	Workload Score
- President	according to the criteria set by the University Council
- Vice President, Dean, Director of the Center, Institute, or other equivalent position - Assistant to the president	Management only 50 scores
- Associate Dean - Deputy Director of the Center, Institute - Head of department, Head of a research center or other equivalent position	<p>The workload scores are as follows:</p> <ol style="list-style-type: none"> 1. Management 30 scores 2. Research 20 scores <p>In this regard, research workload can be used to replace teaching workload with the approval of the Dean of the school/college.</p> <p>Unless it is necessary that the ratio of lecturers to students is in accordance with the qualification standards of the degree/field of study of the Ministry of Higher Education, Science, Research and Innovation. or professional councils in each field. The school/college shall propose to the president through the vice president who is in charge of the school/college to consider and approves on a case by case basis.</p>

Position	Workload Score
- Assistant Dean	<p>The workload scores are as follows:</p> <ol style="list-style-type: none"> 1. Management 10 scores 2. Research 20 scores 3. Teaching and academic service and preservation of art and culture or other types of work as assigned 10 scores <p>The proportion of workload scores are compared on the same principle as the position of Associate Dean, Deputy Director of the Center/Institute, Head of department, Head of research center or other equivalent positions.</p>

11.2 Academic staff who terminated from academic administration position during the first year or those who start working again or back to work in the position during the year may have different workloads depend on the work agreement with the dean on a case-by-case basis. which will be compared to the workload in proportion to the time worked in the assessment year.

Academic staff who get approval from the university to take a leave to study PhD and in case that the academic staff has not graduated but has requested to return to work while the thesis is still underway and has not exceeded the approved period of study leave extension, the teaching workload must be at least 45 hours of lectures or equivalent per academic year with the following conditions

- (1) Not allow to use teaching workload to assess for the annual performance.
- (2) No annual performance appraisal is required during the dissertation.
- (3) not subject to the terms Termination from being a university employee In the event that the performance assessment results are at a level that does not pass 2 years in a row

In case that the study process has been completed but the publication is waiting to be published according to the graduation criteria or waiting for the thesis defense examination or

waiting for approval of graduation or waiting for other conditions set forth in the program, the dean shall assign workloads and evaluate according to the normal assessment process.

11.3 In the case of being assigned a special task from the president

11.4 Academic staff who will retire in any fiscal year may have academic tasks as follows:

(1) Teaching 100% or

(2) Teaching not less than 80% and academic service and preservation of art and culture not less than 20%

Academic staff who is retiring must be assigned the workload as stated in the first paragraph and must propose work agreement to the school committee or the committee of the department, as the case may be.

Article 12 Academic staff must perform work in accordance with academic workload standards and meet the quality criteria set by the university and if any academic staff whose workload meets the higher criteria will receive full marks in the section of personal achievement. and in the case where the workload does not reach the highest level, the score shall be proportional.

Article 13 Academic staff who will receive a double amount based allowance according to the rate of academic position, which will be paid once more by the university in October of the following fiscal year, must have either of the following results: 13.1 or 13.2 :

13.1 1 publication must be a full length research article or a review article and have been published or accepted for publication in international academic journals listed in the Scopus database only, to the following conditions:

1) Must have a journal quality index that matches the academic position as follows:

Academic Position	Journal Quality Index
Professor and Associate Professor	Q1
Assistant Professor	Not less than Q2
Remark: Q is counted whenever the work is published	

2) The academic work must have one of the following characteristics:

2.1) Articles with 1 First Author and 2 Corresponding Authors or more, Academic staff who is the first author has the right to use the work to request for a double amount based allowance.

2.2) Articles with 2 first authors or more and 1 Corresponding Author, Academic staff who is Corresponding Author has the right to use the work to request for a double amount based allowance.

2.3) Articles with 1 first authors and 1 Corresponding Author, Academic staff who is First Author and Corresponding Author has the right to use the work to request for a double amount based allowance.

1 Academic staff with articles under 2.1), 2.2) or 2.3) can submit only 1 article to receive a double amount based allowance.

Articles that are used to request for a double amount based allowance can no longer be used to claim for a double amount based allowance twice.

First Author means the first name in the academic work responsible for creating academic works and writing manuscripts that piece by himself/herself

Corresponding Author means a person who has a role and responsibility in publishing research . or academic works to be conveyed as a story demonstrating the academic values that consist of presentation of information, evidence, opinions and experiences as well as being responsible for the editors.

13.2 Academic works, textbooks, or complete books that contain elements that meet the criteria prescribed by the University or the Civil Service Commission must have a participation proportion of not less than 50 percent and pass a quality assessment to request for an academic position. Academic or published by a peer reviewed publisher that is accredited by the research committee.

The academic works under article 13.1 and article 13.2 has the following conditions:

(1) Must be registered with Institute of Research and Innovation and Research Institute for Health Sciences.

(2) Must have been in publication or in academic journal and have been defined DOI number, not later than September 30th of the current fiscal year.

(3) Academic work in 13.1 which has never been submitted for double-amount based allowance (in Article 13), can be submitted in the following year.

(4) Academic work in 13.2 can be submitted for double-amount based allowance (in Article 13) in the following year but academic staff must have contributed more than 50%.

The payment of double-amount based allowance is proportional to the length of academic tenure in the assessment year.

In the case that employee holding an academic administrative position who receives a fixed salary is unable to request for double-amount based allowance.

Definitions, forms, formats of dissemination and characteristics of academic works according to item 13.2 shall be in accordance with the attachments attached to this announcement, Appendix 2.

Article 14 Workload and other works that are not specified in this announcement or or the workloads with a workload credit set on a “Not more than” shall be at the discretion of the dean with the approval of the school/college committee

Article 15 In case that the academic staff does not meet the academic workload standards according to this announcement or does not use their knowledge and competence. The university will conduct performance assessments in accordance with the regulations or relevant announcement.

Article 16 Performing medical services at Walailak University Hospital, Walailak University Animal Hospital, Dentistry Hospital or Medical Education Center or other medical facilities affiliated with Walailak University can be substituted for the teaching workload only within a period in which clinical teaching is not yet in session. The workload calculation criteria of academic staff are as specified in Appendix 3.

Newly employed lecturers whose schools or college acknowledge the necessity to gain more clinical experience can substitute a medical service workload for the teaching workload.

Announced on 3 February 2022

(Professor Dr.Sombat Thamrongthanyawong)

Acting President of Walailak University

Remark:

1 . This announcement was originally called Walailak University Announcement On Academic Workload Requirement of Academic Staff in the rank of Lecturer, Assistant Professor, Associate Professor and Professor changed the name to Walailak University Announcement On Academic Workload Requirement of Academic Staff and Academic Administration Position To cover both academic staff and academic staff who hold academic administration positions.

2. This announcement has changed the content of Walailak University Announcement On Academic Workload Requirement of Academic Staff in the rank of Lecturer, Assistant Professor, Associate Professor and Professor for Fiscal Year B.E. 2564 to be clear and define the tasks in each area as a score to be used as a performance evaluation score in the evaluation of personal achievements.

3. The process of preparing this announcement has been reviewed by various meetings as follows:

(1) Dean Meeting no.1/2022, dated 5th January 2022

(2) Executive Meeting (President, Vice President and Assistant to President), dated 6th January 2022

(3) University Academic Council meeting no.1/2022, dated 19th January 2022

(4) Personnel Management Committee meeting no. 1/2022, dated 21st January 2022

Attachments of Walailak University Announcement

On Academic Workload Requirement of Academic Staff and Academic Administration

Position for Fiscal Year B.E. 2565

3rd February 2022

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Appendix 1

Workload equivalence calculation criteria for academic staff

1. Workload equivalence calculation criteria calculated from the number of hours worked and compared to the “workload unit”
2. Number of workload units performed determined in proportion to suit the nature of work of each school/college and set as a minimum workload unit based on 70 % of the maximum workload and rounding off.
3. Workload equivalence calculation criteria for academic staff is calculated from type of task as follow.

1. Teaching workload means teaching activities carried out in Walailak University’s curriculums at all levels : Certificate, Undergraduate and Postgraduate levels which encompasses lectureteaching, practice teaching, a seminar, internship supervision, a special project, an Independent Study, and a thesis

Criteria for calculating teaching workload per semester shall be counted according to the academic year as follows:

1.1 Lecture teaching

Undergraduate and Postgraduate Levels

- Teaching 1 credit is equivalent to 1 hour, accounting for workload units’ value (1) + (2) + (3). In case of teaching the same course within the same semester, teaching 1 credit is equivalent to workload units’ value (2) + (3).

Appendix Table 1, Calculating teaching load formula

Task	Workload Units
(1) Teaching preparation	0.5
(2) Teaching	1.0
(3) Supervision and Assessment	0.017 X the number of students (if less than 0.5, it shall be made equivalent to 0.5 workload credit)
Remark: 0.017 is derived from Workload credit. 0.5 is divided by the number of students (30 students/section, considered an appropriate class size according to the university’s class management policy)	

- Teaching materials and exam supervision is already a teaching task cannot be counted as additional workload

1.2 Practical/Laboratory teaching

- For the seminar teaching accompanied by a lecture, the workload in that particular area shall be separately calculated based on the workload calculation criteria for lecture teaching.

1.5 Internship supervision (Supervision and assessment)

- Internship supervision at one practicum organization accounts for 7 workload credits.
- Internship supervision at a practicum organization requiring a research project or special project, academic staff shall earn 3 workload credits from reviewing 1 complete project report.
- For enterprises with research projects or special projects To increase the burden of auditing the complete report to 3 units per project.
- An internship assessment committee shall earn the number of actual hours on duty (excluding the travel hours)

1.6 Field trips/ Field study

- For a course accompanied by a field trip/ field study, one day of a field trip/ field study accounts for 7 workload credits (excluding the travel hours).

1.7 Project or special issues (Undergraduate level)

- Workload equivalence calculation related to student's course registration shall be determined by the program's curriculum.
- As the only chief advisor accounting for 12 workload credits/ topic
- As an advisory committee accounting for 18 workload credits/topic
- And a chief advisor shall share workload credits with co-advisors in the proportion specified in Advisory Committee Appointment Order.
- As a defense/ assessment committee accounting for 2 workload credits/ topic.

1.8 Independent Study/ Dissertation (Graduate level)

- Supervising in 1 credit of independent project/ dissertation course, an advisor and committee shall earn 2 workload credits.
- A chief advisor shall share a proportion of the workload credits with co-advisors as deemed appropriate and shall clearly state it in the Independent Study/ Dissertation Advisory Committee Appointment Order.

- Workload unit calculation shall apply only in a semester in which students enroll for the course which shall not exceed 3 semesters.

1.9 Thesis supervision

Schools shall be in charge of initiating and processing the Thesis Advisor Appointment. Workload units of the appointed thesis advisor as set forth below:

1) Workload equivalent shall be calculated according to the number of students enrolled for thesis course according to the study plan in the curriculum or a period specified by the university. For a thesis advisory committee, supervision of 1 topic is equivalent to 30 workload units/semester.

2) A chief advisor shall share a proportion of the workload credits with co-advisors as agreed upon and deemed appropriate and shall clearly state it in the Thesis Advisory Committee Appointment Order.

3) The period in which an academic staff member performs as a thesis advisor will start from the student's Thesis course enrollment in the first semester as detailed below:

- Graduate degree no more than 6 terms in a trimester system or 4 terms in a semester system
- Doctoral degree no more than 9 terms in a trimester system or 6 terms in a semester system

4) In the case of a bachelor's thesis, for example, an architecture course, the workload credit calculation shall be based on the same criteria for the master's degree.

1.10 Online teaching

Academic staff conduct an online teaching and provides additional or partial onsite classroom afterward such as teaching through university's MOOCs system, workload unit calculation shall be as of onsite class.

Remark : For other formats of teaching which include Active learning, Problem-based learning: PBL, Case-Based Learning: CBL, Project-Based Learning, Smart Classroom, English-based class as well as teaching approaches for the specialized fields i.e., Design Studio, Bedside Teaching, Community Teaching or Clinical Teaching or other designated approaches, workload credit

calculation shall be at the discretion of dean of the school/college or the school/college committee.

2 . Research and academic work development workload mean the workload derived from a thorough study on a particular topic requiring one’s engagement in a systematic research methodology, and work development i.e., a textbook, an academic article and an academic work of other natures.

(Note: The Definition of an academic works according to Appendix 2)

The calculation of research and academic work development workload is stipulated by the equivalent of 20 points to 700 units.

2.1 Research Articles

Academic work workload units

1) 1 academic work must be a full length research article or review article that has been published or accepted for publication in an international journal listed in the Scopus database, and must be the work of the assessment year. The workload shall be equivalent to Table 2

Appendix Table 2 Scoring criteria for academic work in the category of full length research article or review article

Quartile (Q)	full-length research article or review article score				
	first author	corresponding author	Co-author (Participation percentage and scores)		
			40-49%	30-39%	20-29%
Q1	20	20	18	16	14
Q2	16	16	12	10	8
Q3	10	10	7	5	0
Q4	7	7	5	0	0

Remark : The percentage of co-author participation is at the discretion of head of research center with the approval of the research center committee.

2) Academic works such as letter/ communication, research note, technical note that has been published or accepted for publication in international journals listed in the Scopus database.

- Quartile 1 accounting 16 scores per piece
- Quartile 2 accounting 10 scores per piece
- Quartile 3 and 4 accounting 5 scores per piece

(3) The criteria for calculating Q-value, the academic work must be already publish and must be the work in the assessment year. Calculate the scores proportional to participation to be at the discretion of the head of research center with the approval of the research center committee.

4) Textbooks or complete books comprising components as specified by the Civil Service Commission in Higher Education, passed a quality assessment for academic ranking request or has been published by publishers with peer review, shall be marked for 20 scores per book. (based on the participation percentage)

5) Book chapter of textbook or book with components according to the Civil Service Commission in Higher Education criteria and has been published by publishers with peer review, shall be marked for 4 scores per chapter (based on the participation percentage) The calculation shall be from the discretion of the head of research center with the approval of the research center committee.

6) Invention patent that is registered in Thailand shall be marked for 20 scores (based on the participation percentage) The calculation shall be from the discretion of the head of research center with the approval of the research center committee.

7) Creative works in architecture and design according to the criteria and dissemination and quality assessment as detailed in Appendix 4.

- | | |
|-----------|---------------------------------|
| Very Good | accountings 20 scores per piece |
| Good | accountings 16 scores per piece |
| Fair | cannot claim the workload |

(based on the participation percentage) The calculation shall be from the discretion of the head of research center with the approval of the research center committee.

2.2 Others Academic Works

Academic staff will receive a score of no more than 10 for others academic works academic.

Types and characteristics of works will be calculated according to appendix table 3. The calculation shall be from the discretion of the head of research center with the approval of the research center committee.

Appendix Table 3 Criteria for others academic works

Types and characteristics of works	Scoring
1. Creative works (based on the participation percentage) 1.1 A compilation of poetry, short stories, novels, essays, documentary essays, screenplays, play scripts, screenplays, television scripts and radio scripts	6 scores/ work
1.2 Photographs - Photobook or exhibition	4 scores/ work
2. Information system development such as MOOC (based on the participation percentage) and Information system design and development.	6 scores/ chapter
3. Petty patent and design patent registered in Thailand (based on the participation percentage)	
3.1 Petty patent	8 scores/ work
3.2 Design patent registered in Thailand	4 scores/ work
4. Design work (based on the participation percentage) 4.1 Work involving design, planning, layouts, and inventions	2 scores/ work
4.2 Design work with a process feasibility analysis of the project, problem analysis and final conclusions/alternatives and/or systematic descriptions of project's structures and details	4 scores/ work
5. Production of a documentary film, short film or radio program or a television program or a video (based on the participation percentage)	6 scores/ work
Types and characteristics of works	Scoring
6. Social engagement works registered with the Academic Service Center and be consistent with the university's impact	8 scores/ project

ranking mission (based on the participation percentage)	
7. Research/innovation work that has been contracted with a private sector for commercial use [Calculate the workload every time a contract is made for commercial use] (based on the participation percentage)	8 scores/ work
8. Academic articles for professional development according to the standards set by the Professional Council (based on the participation percentage) The total score from all academic articles is not more than 5 scores per assessment year.	5 scores/ work
<p>Remark :</p> <p>1) Work in item 6 must be submitted to the Academic Service Center. The report must be in English and have 600 words. Therefore, the workload will be calculated.</p> <p>2) Academic works specified above must be published or accepted for publication in accordance with the criteria specified by the university or the Civil Service Commission in Higher Education and must be the work in the assessment year.</p> <p>3) Scores derive from invention patent, petty patent, and design patent shall be accounted thereupon those are registered by Walailak University Science and Technology Park as they are filling out the information into the system and processed. The scoring will only take place when the data is registered within Thailand, as international registration is difficult due to the high cost of processing. However, in case it is apparent the international registered patent, it will be considered on a case-by-case basis.</p> <p>4) In case of copyright notification, copyright is a right protected by law automatically, so registration is not required. Therefore, the lecturer who enquire the Science and Technology Park for submitting copyright notification to the Department of Intellectual Property, the submitted work will be considered as of the item 1) creative work. (Equivalent to copyright in the category of literary works) and item 2 Information system development (Equivalent to copyright in the category of literary works: computer software)</p>	

2.3 Using research workload to substitute teaching workload and/or academic service and preservation of art and culture or other types of work as assigned.

2.3.1 Using research workload to substitute teaching workload and/or academic service and preservation of art and culture or other types of work as assigned must be agreed upon the beginning of the assessment year. Comprehensively entire part of work is required to apply to this condition, partially use is not allowed. For example, substitution of Q2 academic work, which is counted as 45% (= 12 scores) of the whole proportion as co-author, for teaching work, the whole 12 scores must be substituted.

2.3.2 Unable to substitute teaching workload and/or academic service and preservation of art and culture or other types of work as assigned for research workload.

3. Academic service workload means workloads involving dissemination of academic and professional knowledge to a particular group of individuals or society, which may be conducted inside or outside the university.

1) Academic service work that can be calculated the workload must be under one of the following conditions:

1.1) The work has been approved by the dean of school/college

1.2) The work is an academic service work conducted inside the university. It can be either a paid or unpaid work.

2) Criteria for academic service workloads shall be based on the actual hours spent.

Appendix Table 4 Criteria for calculating academic work workload

Category	Characteristics of work	Workload unit equivalence
1. Consultation service	1.1 Providing a profession-related consultation service for both government and private sectors	Based on actual hours allocated
	1.2 Supervising and evaluating a project and providing general advice	Based on actual hours allocated
	1.3 Conducting an exploration, study research and development, installing and organizing a system, creating designs (newly created works) both for government and private sectors	Based on actual hours allocated
2. Guest lecture	2.1 Being invited as a guest lecturer to other educational institutions or organizations	Based on actual lecture hours

	2.2 The university-organized activities i.e., Academic Olympic, Preparatory program for freshmen in different programs (Any paid works listed under Article 2.2 can be documented as a personal achievement but cannot be converted to a workload unit.)	Based on actual hours Allocated (at the discretion of the School)
3. Workshop and Dissemination of knowledge	3.1 Giving a lecture, disseminating knowledge through a radio or television broadcast	Based on actual lecture hours
	3.2 Being heads of academic service projects encompassing a workshop, academic seminar, and conference	Based on actual lecture hours
	3.3 Writing a general article or a documentary	10 workload credits/ Topic
4. Provision of educational services outside the university and production of educational media	4.1 Being a thesis advisor as requested by organizations outside the university - Chief advisor - Co-advisor	Based on the Thesis Supervision Criteria Article 1.9
	4.2 Being chair or a committee of a thesis defense examination	
	4.3 Being an academic committee or professional committee.	3 workload credits/ School
	4.4 Being Academic Performance Assessment Committee of applicants for academic position in higher education institutions	12 workload credits/ Applicant
Category	Characteristics of work	Workload unit equivalence
	4.5 Academic article revision 4.5.1 Abstract - Thai version - English version 4.5.2 Full paper (Abstract included) - Thai version	1 workload credit/ topic 2 workload credits/ topic 6 workload credits/topic 12workload credits/topic

	- English version	
	<p>4.6 Translation for public use (Unpaid)</p> <p>4. 6.1 Translation of academic papers (Textbooks/ Research articles/Academic Articles which are published later)</p> <p>4.6.2 Translation of semi-academic works (semi-academic books/ semi-academic articles which are later published)</p> <p>4.6.3 Translation of creative works</p> <ul style="list-style-type: none"> - Poetry - Short story - Novel - Play script or film script or television Script or song <p>4.6.4 Translation of other categories</p>	<p>2 workload credits/ one page of a manuscript</p> <p>2 workload credits/ one page of a manuscript</p> <p>5 workload credits/ piece</p> <p>20 workload credits/ piece</p> <p>60 workload credits/ title</p> <p>120 workload credits/ Piece</p> <p>No more than 120 workload Credits (at the discretion of the School)</p>
	4.7 Being an editor or part of an editorial team of a journal or academic paper.	45 workload credits/ journal
	4.8 Developing a standardized test	No more than 10 workload Credits (at the discretion of the school/college committee)
	4.9 Producing educational media, both electronic documents and multimedia	Based on actual hours Allocated
5. Provision of test And analysis services	Providing a laboratory analysis service or scientific and technological equipment, measurement, test, advice, research methodology design and statistical data analysis	Based on actual hours Allocated
6. Dissemination of Inventions	Disseminating tools, equipment, inventions, and computer programs	6 workload credits/ time
7. Other categories	Providing an academic service of the categories not listed under Article1 – 6 such as a medical service and a community service	Based on actual hours Allocated

4. Cultural and art preservation workload means works involving preservation, development and dissemination of art and cultural identities, local wisdom respected as Thai heritages and integration of the art and cultures in producing research, academic services, and community services.

Academic staff engaging in a cultural and art preservation project approved by Deans of the school shall calculate the workload credit equivalence based on the actual hours allocated to the activity.

5. Academic advisor workload

Academic staff who is taking care of students as an academic advisor and consistently submitting a progress report or post-consultation outcomes in every semester shall earn no more than 100 workload credits.

6. Workload of being chair or a coordinator of the program or head of the Excellence centers (Excluding head of departments, research institute or other positions entitled to remuneration)

Academic staff serving as a program chair of the graduate level and/ or a program coordinator or a department coordinator of the undergraduate level or head of the Excellence Center shall earn no more than 200 workload credits/ academic year.

7. Other types of workload

Serving as a club advisor or a committee or working group or mentor or other positions as assigned

Academic staff responsible for other types of workloads shall calculate the workload credit equivalence as detailed below:

- 1) As a club advisor, an academic staff member shall earn no more than 36 workload credits/ Academic year.
- 2) As a committee or a working group, an academic staff member shall earn workload credits in relation to the actual working hours.
- 3) As a mentor of a new lecturer for a period of one year, an academic staff member shall earn no more than 36 workload credits/ person/appraisal year
- 4) Other types of workload assigned by the School or university shall account for workload credits in relation to the workload criteria as deemed appropriate.

Appendix ๒
Academic work participation concept
Definitions, formats, dissemination, and quality ranks of academic works

The criteria concerning participation in academic works, definitions, formats and dissemination and quality ranks of the academic works shall be dictated by the university's regulation regarding the criteria and procedure for Academic Rank Appointment B.E. 2563 or other revised regulations.

Appendix ๓
Workload credit calculation concept for the university lecturers performing medical
(according to the profession)services

Professional Medical services covers the performance of academic staff working under the School in the field of Health Sciences for clinics or animal hospital of Walailak University or the physicians co-production center, the workload credit equivalence gained from an unpaid work shall be as follows:

School of Medicine

Appendix Table 5 Criteria for medical services of School of Medicine

Medical Service	Workload credit equivalence
1. Treatment of outpatients	1-hour examination is equivalent to 1 workload credit.
2. Treatment of inpatients (operating at the general ward, special wards, critical wards, COVID-19 wards or field hospitals and delivery rooms)	1-hour examination is equivalent to 1 workload credit.
3. Surgery	Based on the actual surgery hours, 1 hour work is equivalent to 1 workload credit.
4. Examination of patients at field hospitals or wards for COVID-19	1-hour examination is equivalent to 1 workload credit.
5. Consultation (On call) (Consultation from the emergency room, Outpatient	1 hour of work is equivalent to 0.5 workload

Examination Unit, General wards, Special wards, Critical wards, COVID-19 wards or field hospitals and delivery rooms)	
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Akkararatchakumari Veterinary College

Appendix Table 6 Criteria for medical services of Akkararatchakumari Veterinary College

Medical Service	Workload credit equivalence
Examination/ surgery	1 hour is equivalent to 1 workload credit.

Walailak University International College of Dentistry

Appendix Table 7 Criteria for medical services of Walailak University International College of Dentistry

Medical Service	Workload credit equivalence
1. Clinic	1 hour is equivalent to 1 workload credit.
2. Specialized Dental clinic	1 hour is equivalent to 1 workload credit.
3. Patient visits in Round Ward	Based on the actual working hours

Other health science schools required clinical service/Pharmacy

Appendix Table 8 Criteria for medical services of other health science schools required clinical service/Pharmacy

Service	Workload credit equivalence
1. Clinic/Pharmacy	1 hour is equivalent to 1 workload credit.

School of Nursing

Appendix Table 9 Criteria for medical services of School of Nursing

Medical Service	Workload credit equivalence
1. Nursing in inpatient ward at health facilities or in the community	1 hour is equivalent to 1 workload credit.
2. Physical health and Mental health counseling.	1 hour is equivalent to 1 workload credit.

Appendix ๔
Criteria for academic staff who produce creative works in architecture and design.

School of Architecture and Design

Appendix Table 10 Quality assessment of creative works, School of Architecture and Design

Quality Assessment Detail	Unsatisfy	Good	ดีมาก Very Good
1. The origins and problems of this project have been analyzed.			
2. There is a clear application of concepts in the design of different parts of the project.			
3. There is an analysis to accompany explanations and clearly demonstrate the academic knowledge.			
4. Future developments of drafts/expanding applications have been demonstrated.			
5. Problems, limitations and solutions are summarized.			
6. It is evaluated by users or people involved in the project.			
7. New creative work or the application of the existing work with new idea and new theory.			

Source : Design and Creativity Quality Assessment Form from the 5th Architecture Nitas Project, the Council of Deans of the Faculty of Architecture of Thailand

Summary of the quality of the overall design and creativity

Good work should be published **Very Good** work should be publish

In case that there is a consensus that this design and creativity should be improved

- Partial improvement** / need to improve the work as suggested before publish
- Major Improvement** / need to improve the work as suggested and resubmit to the assessor for re-evaluating

Personal Academic Achievement Score/Performance

Very Good	20 points
Good	16 points
Unsatisfy	0 points

Criteria to consider the quality of creative work that is equivalent to academic work

1. The exhibition must have held at least 5 academic creative events.
2. Cooperate with the professional organizations
3. At least 3 evaluators needed

Characteristics of creative works

1. Art Design works are a product that has been produced and actual use. There is an analytical thinking process according to the criteria.
2. Architectural Design works are a work that was built and actual use. There is an analytical thinking process according to the criteria.
3. Layout design works are design study and actual use. There is an analytical thinking process according to the criteria

Submission of work in requesting for workload

Publication certificate or accepting letter for publishing the work

Remarks :

1. The 5th Architectural Exhibition : 5th ARCHITECTURE & DESIGN Exhibition 2021, an exhibition of design and creative works (Dean of the Faculty of Architecture of Thailand)
2. The 6th Conference on Academic Research and Creative Arts and Architecture (Faculty of Architecture art and design, Naresuan University)
3. International Creative Dissemination Program (ICAD) (National and International Symposium of the graduate school, Silpakorn University)
4. National Creative Academic Conference Project "Creative Local Wisdom" (Faculty of Architecture, Chiang Mai University)

5. etc.