



## Walailak University Announcement

### On Criteria and Procedure for Personal Appraisal, Department Performance Assessment and Supervisor's Discretion, in academic groups, colleges and graduate school

Anusonthi Walailak University Announcement on criteria and procedure for personal appraisal, department performance assessment and supervisor's discretion, in academic groups, colleges and graduate school, dated 9<sup>th</sup> December, 2020. And to make criteria and procedure for personal appraisal, department performance assessment and supervisor's discretion, in academic groups, colleges and graduate school more applicable and suitable and moreover to drives the university to be a world-leading university in the future. Herefore, by virtue of Section 24 of the Walailak University Act B.E. 2535, No.7 of Walailak University Announcement On Criteria and Procedures for Employee Performance Assessment B.E.2564 (2021). The announcement was made as follows:

**Article 1:** This announcement shall be called “Criteria and Procedure for Personal Appraisal, Department Performance Assessment and Supervisor's Discretion, in academic groups, colleges and graduate school”

**Article 2:** This announcement shall be effective on 1<sup>st</sup> October B.E. 2564 or in the appraisal year of fiscal year 2565 hereafter. Any rules, regulations, proclamations, and other stipulations running counter to this announcement shall be invalidated and be replaced by this regulation.

**Article 3:** Any criteria and procedure for personal appraisal, department performance assessment and supervisor's discretion are in accordance with the attachments in this announcement.

**Article 4:** The departments will receive department performance assessment scores however the staffs will receive score depends on participation and collaboration in their unit.

**Article 5:** Acting of President reserves the authority to enforce this announcement and make a final decision. Acting of President's decision shall be final.

Announced on February 3, 2022

(Professor Dr. Sombat Thamrongthanyawong)

Acting of President of Walailak University

Walailak University Announcement Attachment  
On Criteria and Procedure for Personal Appraisal, Department Performance Assessment and  
Supervisor's Discretion, in academic groups, colleges and graduate school

Dated on February 3, 2022

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| <p>Part 1</p> <p>Personal Appraisal/ Individual Achievement 50 %</p> |
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**1. Criteria for evaluating the work achievement of the academic management staff position**

1.1 Academic management staffs and academic staffs who responsible for academic management role will be receiving the score that according to Walailak University Announcement on Academic Workload of Academic Staff and Academic Management Staff B.E. 2565(2022) or any revision edition.

1.2 The score of academic management staffs and academic staffs who responsible for academic management role is the average of personal appraisal/ individual achievement score of their staffs in their unit. For example, The personal appraisal/individual score of the dean will come from the average point of all staffs in the school (academic staff and general administration officer position) and for vice president and assistant vice president position will calculate the score from all staffs under the supervisory or responsibility.

**2. Criteria for evaluating the individual work achievement of academic staff position (Lecturer, Assistant Professor, Associate Professor and Professor)**

The personal appraisal/individual score of academic staff position (Lecturer, Assistant Professor, Associate Professor and Professor) will calculate as table 1, score criteria for research will calculate as the table 2 and academic services and others assignment quality assessment criteria as the table 3 as follows;

**Table 1** Criteria for evaluating the individual work achievement of academic staff position  
(Lecturer, Assistant Professor, Associate Professor and Professor)

| Workloads  | Scores<br>(Total 50 scores)  | Criteria   |
|--|--|--|
| 1. Teaching                                      | According to Walailak University Announcement on Academic Workload of Academic Staff and Academic Management Staff B.E. 2565(2022) | <ul style="list-style-type: none"> <li>• If the teaching evaluation score is higher or equal to 4.50, academic staff will get the actual score of teaching load.</li> <li>• If teaching evaluation score is below 4.00, academic staff will get 70% of actual teaching load.</li> <li>• If teaching evaluation score is between 4.00 – 4.50, academic staff will get score in proportion of 80-100% from teaching load.</li> </ul> |
| 2. Research and the development of academic work |  | <p>(1) Research articles published or accepted in international journal shall be considered based on Table 2</p> <p>(2) Other type of academic work (referred from Walailak University Announcement on Academic Workload of Academic Staff and Academic Management Staff B.E. 2565(2022) 2.2 , the maximum combined score</p>  |

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|  |  | can be calculated up to 10 points.<br>(3) The score in (1) and (2) combined shall not exceed 20 scores. |
| <b>3. Academic services, Preserving arts and culture or other assigned work</b>  |  | The assessment committee consider as it may deem appropriate within the school/college.                 |
| <b>Remark:</b> Workloads criteria is according to Walailak University Announcement on Academic Workload of Academic Staff and Academic Management Staff B.E. 2565(2022) or any revision edition. |  |   |

### Teaching

The teaching workload calculation formula calculate only lecture and practice part according to the following formula:

$$\text{Workloads} = \sum_{i=1}^n A_i C_i$$

$A_i$  = Workload credit of lecture subjects and / or practice subject performed in the assessment year

$C_i$  = Factor of the number of students in class

$n$  = Number of courses used for evaluation

Factor of Number of students per group of study according to the registration system

- Less than 5 students Factor variables = 0.6
- 5-10 students Factor variables = 0.8
- 10-29 students Factor variables = 0.9
- 30 -80 students Factor variables = 1.0
- More than 80 students Factor variables = 0.8

**Table 2** Full length research article or Review article score criteria

1) Academic Performance Scoring Criteria

| Quartile (Q) | Score for Full length research article or Review article |                      |                                       |        |        |
|--------------|--|----------------------|---------------------------------------|--------|--------|
|              | First author   | Corresponding Author | Co-author (% of engagement and score) |        |        |
|              |  |                      | 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:**

1. Q is counted when the research is published
2. In case of a co-author, a document certifying the proportion of participation in the work is required in WU-Research support system, Institute of Research and Innovation, Walailak University.

2) Academic work such as letter / communication, research note, technical note that has been published in international journals in the Scopus Database

- Quartile 1 will get 16 scores per each paper
- Quartile 2 will get 10 scores per each paper
- Quartile 3,4 will get 5 scores per each paper

(The Q is counted when the work is published according to the proportion of participation)

3) Textbook or complete book that complies with the criteria of the Civil Service Commission in Higher Education and has passed the quality assessment to request for an academic ranking or published by a publisher which has peer reviews will get 20 scores per each work (workload shall be calculated in accordance with proportion of participation).

4) Book chapter or book that complies with the criteria of the Civil Service Commission in Higher Education and published by a publisher which has peer reviews will get 4 scores per chapter (workload shall be calculated in accordance with proportion of participation)

5) Invention patent which is registered in Thailand will get 20 scores (workload shall be

calculated in accordance with proportion of participation)

6) Creative works in architecture and design is calculated according to the publishing criteria and quality assessment as a detail in appendix 4

Excellent – 20 scores per each paper

Good – 16 scores per each paper

Poor – Unable to calculate the scores

Compare the scores according to the proportion of participation which under the discretion of head of research institute along with approval from the research institute committee.

**Workload and Work achievement assessment of a researcher position Criteria (Researcher in Professional Level, Senior Professional Level, and Expert Level)**

1) Evaluate from university rules and regulations for position standard. The main duty and responsibility are supporting the research process with full knowledge for area-based research and social engagement and to support the lecturers in university to develop research articles, collaborate with research funding and to participate in research.

2) Evaluate personal appraisal/individual achievement score same as academic staff who only participate and responsible for research as table 5 according to Walailak University Announcement on Academic Workload of Academic Staff and Academic Management Staff B.E. 2565(2022) or any revision edition or the authority to enforce this announcement and make a final decision from Acting of President.

**Table 3 Academic Services and Others Assignment Quality Assessment Criteria**

| Workload  | Annual Workload (Workload)   | Performance Indicators (KPI)                  | Factor                                 |
|---|--|---|--|
| Academic services, Preserving arts and culture or other assigned work | According to Walailak University Announcement on Academic Workload of Academic Staff | 1. Training as an internal / external Speaker | Project or activity assessment results |
|   |  | 2. Public Services                            |  |
|   |  | 3. Academic / Professional Committee          |  |

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|  | and Academic Management Staff<br>B.E. 2565(2022) | 4. Consultation Servicer outside the university  |  |
|  |  | 5. Preserving arts and culture   |  |
|  |  | 6. Others such as being a committee or Being an advisor for student activity or others assigned work |  |

**Part 2**  
**Department Performance Assessment 40%**

1. Schools/Colleges (Except College of Graduate Studies)

Instruction: In the column “Total Scores”, number in parentheses are scores for general administrative positions. In case that the department has both academic and general administrative employees, academic employee scores proportion shall be regarded as an equivalence base for genera; administration scores.

|    | Topic of Assessment   | Total Scores | Consideration Criteria   | Assessment Department                       |
|----|---|--------------|--|---|
| 1. | The results of Internal Education Quality Assessment in Program level (The average score of all programs in the school, including graduate programs, and undergraduate programs that are accredited by other institutions.) | 2(3)         | The quality assurance scores received by the course are converted into the following scores:<br><ul style="list-style-type: none"> <li>● Average of 4.01 or above, get full score of 2</li> <li>● Average less than 3.51, get score of 0</li> <li>● The scoring will be proportionally calculated.</li> </ul> The net score is equal to the sum of scores earned for each program divided by the total number of programs offered by the school. | Center for Innovative Learning and Teaching |
| 2. | The results of Internal Education Quality Assessment in School  | 2(3)         | <ul style="list-style-type: none"> <li>● Average of 4.01 or above, get full score of 2</li> <li>● Average less than 3.51, get score of 0</li> <li>● The scoring will be proportionally calculated.</li> </ul>  | Center for Innovative Learning and Teaching |

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| 3.  | <p>The number of undergraduate student admissions according to the plan, use the information on the number of students who enroll.</p> <p><b>Remark:</b> Exclude School of Languages and General Education and International Collage.</p>   | 4(4) | <p>The net score is equal to the sum of scores earned from every program in Schools or Collages divided by the number of programs with students enrolled. (4 scores per program)</p> <ul style="list-style-type: none"> <li>● Students enrolled as plan, get full score.</li> <li>● Students enrolled not as plan, the scoring will be proportionally calculated.</li> </ul>  | Center for Educational Services, Academic Section |
| 3.1 | <p>The Percentage of courses which are being responsible by School of Languages and General Education with the average teaching assessment score in an academic year not less than 4.50 (For evaluating School of Languages and General Education only)</p> <p>Remark: 1) Excluded Full-time academic administrative position.<br/>2) Study group must contain not less than 75 percent of the assessors.</p> | 2(-) | <ul style="list-style-type: none"> <li>● 50% and above get full score.</li> <li>● Less than 25% get 0 score.</li> <li>● Other percentage not in the range mentioned above, the score will be proportionally calculated.</li> </ul>  | Center for Innovative Learning and Teaching       |
| 4.  | <p>The percentage of students passed the professional license examination or Exit Exam (Average score from all program)</p> <p>Remark: 1 School of Languages and General Education apply 4.1</p>  | 2(2) | <p>Programs that need to take professional license examination</p> <ul style="list-style-type: none"> <li>- 90% and above get full score</li> <li>- 60% to 89.99%, convert the percentage to a score between 0-full score</li> <li>- Lower than 60% get 0</li> </ul> <p>Programs that need to take Exit Exam are divided into groups as follows:</p> <ol style="list-style-type: none"> <li>1. Programs that have arranged the exam (Student coding begin in 2018) <ul style="list-style-type: none"> <li>- 90% and above get full score</li> <li>- 60% to 89.99%, convert the percentage to a score between 0-full score</li> <li>- Lower than 60% get 0</li> </ul> </li> <li>2. Programs that start recruiting the students in 2019 <ul style="list-style-type: none"> <li>● If there is no arrangement,</li> </ul> </li> </ol> |   |



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|     |  |      | <p>get 0</p> <ul style="list-style-type: none"> <li>● If the exam materials have been improved from previous year's analysis results, get 1</li> <li>● If the revised exam materials have been tested with the students and have analyzed the results of the exam, get 1.5</li> <li>● If the exam materials have been revised in order to create a standardized test bank and ready to be used in the exit exam next year, get 2</li> </ul> |   |
| 4.1 | <p>Percentage of passing WUTEP equivalent to CEFR A2 level of Year 2 students (all students must pass a minimum of A2 or a WUTEP score of 33.5.</p> <p>Remark : Only for School of Languages and General Education.</p>  | 2(4) | <ul style="list-style-type: none"> <li>● Students' test scores of 33.5 or more, 100% get a full score.</li> <li>● Other scores will be proportionally calculated.</li> </ul>  | School of Languages and General Education and Center for Educational Services, Academic Section |
| 5   | <p>Percentage of lecturers in the school who had average teaching evaluation results in all subjects in the assessment year of 4.50 and Above.</p> <p>Remark: 1) Excluded Full-time academic administrative position. 2) Count every course that the lecturers take into account the teaching workload in the annual assessment. 3) must be assessed by the students not less than 75 % of the total number of students.</p> | 2(-) | <ul style="list-style-type: none"> <li>● 90% and above get a full score.</li> <li>● Other scores will be proportionally calculated.</li> </ul>  | Center for Innovative Learning and Teaching   |
| 6   | <p>Percentage of lecturers in the schools/colleges who have received Fellowship from Advance HE (based on the number of lecturers who qualify in the assessment year).</p>   | 2(-) | <ul style="list-style-type: none"> <li>● 100% get full score</li> <li>● Other percentages are calculated in proportion to the consideration criteria.</li> </ul> <p><b>Fellow:</b> The scoring criterion is to obtain a certificate or meet individual conditions set by the Center for Innovative Learning and Teaching.</p> <p><b>Senior Fellow:</b> The scoring criteria is either obtaining a certificate or submitting.</p>            | Center for Innovative Learning and Teaching   |
| 7   | <p>Percentage of course with TQF 3 recordings in the TQF system</p>  | 1(1) | <ul style="list-style-type: none"> <li>● 100% get full score</li> </ul>   | Center for Innovative   |

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|    | developed in accordance with the UKPSF and AUN-QA frameworks.  |      | <ul style="list-style-type: none"> <li>● Other scores will be proportionally calculated.</li> </ul>  | Learning and Teaching  |
| 8  | Percentage of courses which contain Subject/Course site according to the structure and details of teaching that teachers and students can use effectively according to the course details (TQF 3-4) for the bachelor's and graduated levels. | 1(1) | <ul style="list-style-type: none"> <li>● 100% get full score</li> <li>● Other scores will be proportionally calculated.</li> </ul>   | Center for Innovative Learning and Teaching  |
| 9  | <p>The number of academic skill awards received by undergraduate students during the assessment year.</p> <p>Remark: Excluded School of Languages and General Education.</p>   | 1(2) | <p>The net score is equal to the sum of the scores from all departments/college programs in the department or college divided by the report on the total number of courses in a school that has students at least 3rd year.</p> <ul style="list-style-type: none"> <li>● The average from 1 awards/program and more, get full score</li> <li>● No award gets 0</li> </ul> <p><u>Example</u></p> <ul style="list-style-type: none"> <li>- Program A won 2 awards will get 1 score.</li> <li>- Program B won 1 award will get 1 score.</li> <li>- Program C no award, will get 0.</li> </ul> <p>The net score will be <math>2/3 = 0.67</math> point.</p> | Schools and Collages report to the Vice President.                                   |
| 10 | <p>A percentage of lecturers in the schools/colleges who have been appointed to the higher academic ranks</p> <p>Remark: 1) Excluded Full-time academic administrative position.</p>   | 1(1) | <p>The net score is equal to the sum of the scores from 3 cases divided by 3.</p> <ul style="list-style-type: none"> <li>- Full score is granted according to the following reason. <ul style="list-style-type: none"> <li>● 50 percent or more for lecturers to Assistant Professor.</li> <li>● 25 percent or more for Assistant Professor to Associate Professor.</li> <li>● 10 percent or more for Associate Professor to Professor.</li> </ul> </li> <li>- Other percentage will be proportionally calculated.</li> </ul>  | Schools/Collages/ Division of Human Resources and Organization and Academic Section. |

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| 11 | Collaborate with foreign countries: Number of publication (Full Length research article, Review article) in the SCOPUS database that lists scholars from different universities and affiliates abroad.  | 2(-) | <ul style="list-style-type: none"> <li>● 50% or more get full score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul> <p>Counted as per the number of articles published in SCOPUS database.</p>  | Research Institute cooperate with Research Institute for Health Sciences             |
| 11 | Remark: In the case of schools that are exempt from item 12 (School of Engineering and Technology, School of Science and School of Agricultural Technology and Food Industry), the score in this item will be adjusted to a full score of 4.  | 4(-) | <ul style="list-style-type: none"> <li>● 80% or more get full score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul> <p>Counted as per the number of articles published in SCOPUS database.</p>  |  |
| 12 | <p>A percentage of lecturers holding a doctoral degree in the school that keep increasing in the assessment year.</p> <p>Remark : Schools that are exempt from this assessment criteria as follow;</p> <ul style="list-style-type: none"> <li>- School of Engineering and Technology</li> <li>- School of Science</li> <li>- School of Agricultural Technology and Food Industry</li> </ul> <p>By all 3 schools, the scores from this item will be evaluated in item 11.</p> <p><u>Condition:</u></p> <ul style="list-style-type: none"> <li>- Excluding lecturers who have graduated master's degree with the age over 40 years old.</li> <li>- Exclude lecturer with a 6-year program bachelor's degree that is equivalent to a master's degree.</li> </ul> | 1(1) | <p>Number of lecturers with a doctorate degree that has adjusted qualifications + Lecturers on leave for Ph.D. + Newly employed doctoral graduated lecturers, divided by number of lecturers with a master's degree + number of newly employed lecturers.</p> <ul style="list-style-type: none"> <li>● 30% or above, get full score of 2</li> <li>● Other percentage will be proportionally calculated.</li> </ul> | Schools/Collages/ Division of Human Resources and Organization and Academic Section. |
| 13 | The amount of research funding provided by outside organization (including all types of external fund as well as income fund) per person (not including individual fund), the target values are as follow;  | 2(-) | <ul style="list-style-type: none"> <li>● Equal to the target value, get the full score of 2</li> <li>● The scoring will be proportionally calculated.</li> </ul>   | Research Institute cooperate with Research Institute for Health Sciences.            |

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|    | <p>- Group of School of Science and Technology: 350,000 baht/person</p> <p>- Group of School of Health Sciences: 250,000 baht/ person</p> <p>- Group of School of Social Sciences: 150,000 baht/ person</p> <p>Remark : In the assessment year 2022, the target value of School of Architecture is equal to the school of Social Science group (150,000 baht/person)</p>   |      |  |  |
| 14 | The proportion of published papers with Q1-Q2 to the total number of articles published in the Scopus database by the year of publication.   | 2(-) | <ul style="list-style-type: none"> <li>● 80% or above, get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>   | Research Institute cooperate with Research Institute for Health Sciences.                  |
| 15 | <p>The proportion of the number of lecturers to published research paper 1:1, the requirements are as follow:</p> <ol style="list-style-type: none"> <li>1) Count the publication in every quartile that published in Scopus database</li> <li>2) Count the publication that the owner is the first author or the co-author</li> <li>3) There is a weighted average according to the number of lecturers in the school</li> </ol> <p>Remark:</p> <ol style="list-style-type: none"> <li>1) Excluded Full-time academic administrative position.</li> <li>2) Excluding those who leave for study or those who study at Walailak University and not entitled to raise their salary.</li> <li>3) Excluding the lecturers who work in Walailak University less than 8 months.</li> </ol> <p>Excluding those who don't have any research workload in work agreement</p> | 4(1) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated according to the number of lecturers in the school.</li> </ul> <p>- The number of 35 lecturers added 5% from the score received.</p> <p>- The number of 80 lecturers added 10% from the score received.</p> <p>- The number of lecturers between 35 and 80, the scoring will be proportionally calculated.</p> | Institute of Research and Innovation cooperate with Research Institute for Health Sciences |
| 16 | Percentage of lecturers who are Google Scholar members   | 1(-) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>  | Institute of Research and Innovation cooperate with Research Institute for Health Sciences |

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| 17 | <p>The number of academic works that has impact on society.</p> <p>17.1 Academic projects for social service/innovation development in accordance with the Sustainable Development Guidelines (SDGs) to meet the Impact Ranking and WU-QA of Schools or Colleges and universities.</p>  | 1(1) | <ul style="list-style-type: none"> <li>● At least 1 project per Schools or Colleges.</li> </ul> <p><b>Evidence for consideration</b></p> <ul style="list-style-type: none"> <li>● Register the project at the assessment agency.</li> <li>● Document of intent to receive service.</li> <li>● Satisfaction Assessment Score.</li> </ul>  | The Center for Academic Service cooperate with Walailak University Science and Technology Park |
|    | <p>17.2 Disseminating the impact of social service/innovation academic programs in accordance with the Sustainable Development Guidelines (SDGs).</p>   | 1(1) | <ul style="list-style-type: none"> <li>● At least 1 project per Schools or Colleges.</li> </ul> <p><b>Evidence for consideration</b></p> <ul style="list-style-type: none"> <li>● Evidences on the university's website, Societal impact/innovation.</li> </ul>  |  |
| 18 | <p>System intended to help and support students' potential to be good, smart and happy.</p> <p>Remark: The total scores obtained according to the criteria for consideration from a full score of 10 shall be compared proportionally to a full score of 2.</p> <p><b>School of Languages and General Education should have adjusted the score on this item to a full score of 4.</b></p> | 2(4) | <p>1. All new lecturers with less than 3 years of employment period who attends the workshop "Counseling and Advising, Guideline for advisors". In case of school with no newly appointed lecturers, this won't be counted (The participation percentage of 100% is equal to 2 scores)</p> <p>2. The school has projects/activities to promote students that are in line with the system of enhancing students to be smart, good, happy and Friend Care for Friend System</p> <p>The school has projects/activities and performance reports.</p> <ul style="list-style-type: none"> <li>- Having and reporting as planned every time equals the score of 2.</li> <li>- Having and not reporting as planned every time equals the score of 1.</li> <li>- No project and no report equal 0.</li> </ul> |  |

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|  |  |  | <p>3. Students' Happinometer scores (80% of the number of students in the school/colleges) from the evaluation form related to the schools/colleges.</p> <ul style="list-style-type: none"> <li>- 2 scores for 80% and above</li> <li>- 1.5 scores for 70-79.99%</li> <li>- 1 score for 60-69.99%</li> <li>- 0.5 score for 50-59.99%</li> <li>- 0 score for lower than 50%</li> </ul> <p>80% of the number of students in the schools/ colleges were satisfied with the system of taking good care of enhancing students to be smart, good and happy, assessed by the committee of smile and smart center.</p> <ul style="list-style-type: none"> <li>- 2 scores for 80% and above</li> <li>- 1.5 scores for 70-79.99%</li> <li>- 1 score for 60-69.99%</li> <li>- 0.5 score for 50-59.99%</li> <li>- 0 score for lower than</li> </ul> |  |
|  |  |  | <p>4. The Schools has a system for students meeting advisors concretely. Students can be screened in advisors for supportive care. Consulting and empowering including forwarding care and assistance to students.</p> <ul style="list-style-type: none"> <li>- Have a reporting system and student capacity building, get 2.</li> <li>- Have but unclear evident get 1.</li> <li>- Cannot answer, get 0.</li> </ul> <p>5. Teachers and/or staff understand the school's system of competence, good, and happiness by assessing through discussions and visits.</p>   |  |

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|    |  |      | <p>There were 3 teachers and/or staff of the school by random method, able to express their opinions and understanding to the visiting committee.</p> <ul style="list-style-type: none"> <li>- Answer clearly gets 2.</li> <li>- Unclear answer gets 1.</li> <li>- Cannot answer get 0.</li> </ul>   |   |
| 19 | Website of the schools/colleges both in Thai and English versions.   | 2(2) | <ol style="list-style-type: none"> <li>1. Being constantly updated news related to lecturers, students or alumni, twice or more per month (0.5 score)</li> <li>2. Implementation of 4 main missions (Teaching, Researching, Academic Servicing, and Preserving arts and culture.) (0.5 points)</li> <li>3. The English website corresponds to the Thai language website. English news is updated at least once a month. (0.5 points)</li> <li>4. Text and layout tags, meta keyword tags are added to the website and image captions are included within news and banners. (0.3 points)</li> <li>5. Continuity of data links, no dead links, and no blank pages (0.2 points).</li> </ol> | Division of Corporate Communication   |
| 20 | The Percentage of successfully using DOMS system (Start counted since January in the assessment year and compared to the average yearly ratio) | 1(1) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>  | Division of General Affairs And Correspondence and The Center for Digital Technology. |
| 21 | The percentage of 5s inspection scores   | 1(2) | The scores will be calculated in proportion to the agency's 5S assessment scores.  | 5s working team   |
| 22 | Internal Integrity and Transparency Assessment: IIT  | 1(2) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● 95-99.99% will be proportionally calculated.</li> <li>● below 95% get 0.</li> </ul>   | Internal Audit Unit and Management Committee.   |

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| 23 | Perception of university changes in various fields   | 1(2)  | <ul style="list-style-type: none"> <li>● 100% acknowledgement get full score.</li> <li>● less than 100% acknowledgement will be proportionally calculated.</li> </ul>  | Administrative Section   |
| 24 | Innovative projects for working processes of general administration officer to increase work efficiency, reduce time, reduce procedures and save budget through the approval of the school or college committee. | - (3) | <ul style="list-style-type: none"> <li>● 1 project or 1 work per school / college gets full score.</li> <li>● No project gets 0.</li> </ul> <p>If there is work and progress, the academic department will consider on a case-by-case basis.</p> | Academic Section   |
| 25 | The percentage of energy saving (go green)<br>(Compared to the university level in the past year)  | - (1) | All departments get the same score and will get the full score if the university's overview of using energy has decreased for 10%. Other score will be proportionally calculated.  | Green University Project   |
| 26 | The percentage of employees' daily work records  | -(2)  | <ul style="list-style-type: none"> <li>● 100% of recording, get the full score</li> <li>● Other score calculate from the proportion of percentage received</li> </ul>  | Division of Human Resources and Organization cooperate with The Center for Digital Technology              |
| 27 | Participation in the central activities organized by various departments of the university   | -(2)  | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>  | Division of General Affairs and Correspondence cooperate with Division of Human Resources and Organization |

## 2. College of Graduate Studies

Instruction: In the column of Full score use the same score for both academic staff and general administration staff. In the case of both scores, the scores of academic staff will be used as a proportional comparison to those of general administration staff.

|    | Topic of Assessment   | Total Scores | Consideration Criteria   | Assessment Department                       |
|----|---|--------------|--|---|
| 1. | Results of internal educational quality assessment at the curriculum level (Average result of all graduate school programs) | 2(3)         | <p>The quality assurance scores received by the course are converted into the following scores:</p> <ul style="list-style-type: none"> <li>● Average of 4.01 or above, get full score</li> </ul> | Center for Innovative Learning and Teaching |



|   |   |      |  |  |
|---|---|------|--|--|
|   |   |      | <ul style="list-style-type: none"> <li>● Average less than 3.51, get a score of 0</li> <li>● The scoring will be proportionally calculated <ul style="list-style-type: none"> <li>- The net score is equal to the sum of score earned for each course divided by the total number of courses offered by the school.</li> </ul> </li> </ul> |  |
| 2 | The results of Internal Educational Quality Assessment in School Level  | 2(3) | <ul style="list-style-type: none"> <li>● Average of 4.01 or above, get full score</li> <li>● Average less than 3.51, get a score of 0</li> <li>● The scoring will be proportionally calculated</li> </ul>  | Center for Innovative Learning and Teaching                      |
| 3 | The number of student admissions according to the plan. Use the information on the number of students enrolled in the student registration.   | 4(4) | Net score is equal to the sum of points from all courses at the school or college divided by the total number of courses in the school or college that are open for enroll. (4 points per course)  | Center for Educational Services cooperate with Academic Section. |
| 4 | <p>Percentage of lecturers affiliated with the Graduate School who have an average teaching evaluation of not less than 4.50 from all courses in the academic year in the assessment year.</p> <p>Remark: 1) Excluded Full-time academic administrative position. 2) Count every course that the lecturers take into account the teaching workload in the annual assessment. 3) must be assessed by the students not less than 75% of the total number of students.</p> | 4(-) | <ul style="list-style-type: none"> <li>● 90% or more get full score.</li> <li>● The scoring will be proportionally calculated</li> </ul>   | Center for Innovative Learning and Teaching                      |
| 5 | Percentage of course with TQF 3 recordings in the TQF system developed in accordance with the UKPSF and AUN-QA frameworks.  | 1(-) | <ul style="list-style-type: none"> <li>● 100% or more get full score.</li> <li>● The scoring will be proportionally calculated</li> </ul>  | Center for Innovative Learning and Teaching                      |
| 6 | Percentage of courses which contain Subject/Course site according to the structure and details of teaching that teachers and students can use effectively according to the course details (TQF 3-4) for the bachelor's and graduated levels.  | 1(-) | <ul style="list-style-type: none"> <li>● 100% or more get full score.</li> <li>● The scoring will be proportionally calculated</li> </ul>  | Center for Innovative Learning and Teaching                      |

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|----|---|------|---|--|
| 7  | <p>A percentage of lecturers in the schools/colleges who have been appointed to the higher academic ranks</p> <p>Remark: 1) Excluded Full-time academic administrative position.</p>  | 1(-) | <p>The net score is equal to the sum of the scores from 3 cases divided by 3.</p> <p>- Full score is granted according to the following reason.</p> <ul style="list-style-type: none"> <li>● 50 percent or more for lecturers to Assistant Professor.</li> <li>● 25 percent or more for Assistant Professor to Associate Professor.</li> <li>● 10 percent or more for Associate Professor to Professor.</li> </ul> <p>- Other percentage will be proportionally calculated.</p> | Schools/Collages/ Division of Human Resources and Organization and Academic Section. |
| 8  | Collaborate with foreign countries: Number of publication (Full Length research article, Review article) in the SCOPUS database that lists scholars from different universities and affiliates abroad.  | 2(-) | <ul style="list-style-type: none"> <li>● 50% or more get full score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul> <p>Counted as per the number of articles published in SCOPUS database.</p>   | Research Institute cooperate with Research Institute for Health Sciences             |
| 9  | <p>The amount of research funding provided by outside organization (including all types of external fund as well as income fund) per person (not including individual fund), the target values are as follow;</p> <ul style="list-style-type: none"> <li>- Group of School of Science and Technology: 350,000 baht/person</li> <li>- Group of School of Health Sciences: 250,000 baht/ person</li> <li>- Group of School of Social Sciences: 150,000 baht/ person</li> </ul> <p>Remark : In the assessment year 2022, the target value of School of Architecture is equal to the school of Social Science group (150,000 baht/person)</p> | 2(-) | <ul style="list-style-type: none"> <li>● Equal to the target value, get the full score of 2</li> <li>● The scoring will be proportionally calculated.</li> </ul>  | Research Institute cooperate with Research Institute for Health Sciences.            |
| 10 | The proportion of published papers with Q1-Q2 to the total number of articles published in the Scopus database by the year of publication.  | 2(-) | <ul style="list-style-type: none"> <li>● 80% or above, get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>  | Research Institute cooperate with Research Institute for Health Sciences.            |
| 11 | The proportion of the number of lecturers to published research paper 1:1, the requirements are as follow:  | 4(-) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated according to the number of lecturers in the school.</li> </ul>  | Institute of Research and Innovation cooperate with Research                         |

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|    | <p>1) Count the publication in every quartile that published in Scopus database</p> <p>2) Count the publication that the owner is the first author or the co-author</p> <p>3) There is a weighted average according to the number of lecturers in the school</p> <p>Remark:</p> <p>1) Excluded Full-time academic administrative position.</p> <p>2) Excluding those who leave for study or those who study at Walailak University and not entitled to raise their salary.</p> <p>3) Excluding the lecturers who work in Walailak University less than 8 months.</p> <p>Excluding those who don't have any research workload in work agreement</p> |      | <p>- The number of 35 lecturers added 5% from the score received.</p> <p>- The number of 80 lecturers added 10% from the score received.</p> <p>- The number of lecturers between 35 and 80, the scoring will be proportionally calculated.</p> | Institute for Health Sciences  |
| 12 | Percentage of lecturers who are Google Scholar members   | 1(-) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>   | Institute of Research and Innovation cooperate with Research Institute for Health Sciences |
| 13 | The number of thesis defense examinations passed by students who exceeded the period of study in the study plan. (Only regular courses)  | 1(1) | <ul style="list-style-type: none"> <li>● 90% or more get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>  | College of Graduate Studies  |
| 14 | The number of thesis defense examinations passed by students still in the period of study in the study plan. (Only regular courses)  | 1(1) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>   | College of Graduate Studies  |
| 15 | Percentage of research projects approved for P2P grants.   | 1(1) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>   | College of Graduate Studies  |
| 16 | Academic Conference  | 1(2) | 1 time per 1 point  | College of Graduate Studies  |

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|----|--|------|---|---|
| 17 | Percentage of issues (issues) of WJST journals published online (1 Journal consist of 10 articles, publish 24 issues per year, which are 240 articles per year.) | 1(2) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>   | College of Graduate Studies   |
| 18 | Percentage of issues (issues) of WJSS journals published online (1 Journal consist of 6 articles, publish 6 issues per year, which are 36 articles per year.))   | 1(2) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>   | College of Graduate Studies   |
| 19 | Number of academic service projects to develop student potential   | 2(2) | <ul style="list-style-type: none"> <li>● 4 projects or more, get full score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>  | College of Graduate Studies   |
| 20 | Number of online public relations media for courses, lecturers, students, and journals that are accessed at least 500 times (100 works per year).                | 2(2) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>   | College of Graduate Studies   |
| 21 | Website of the schools/colleges both in Thai and English versions.   | 2(2) | <ol style="list-style-type: none"> <li>1. Being constantly updated news related to lecturers, students or alumni, twice or more per month (0.5 score)</li> <li>2. Implementation of 4 main missions (Teaching, Researching, Academic Servicing, and Preserving arts and culture.) (0.5 points)</li> <li>3. The English website corresponds to the Thai language website. English news is updated at least once a month. (0.5 points)</li> <li>4. Text and layout tags, meta keyword tags are added to the website and image captions are included within news and banners. (0.3 points)</li> </ol> <p>Continuity of data links, no dead links, and no blank pages (0.2 points).</p> | Division of Corporate Communication   |
| 22 | The Percentage of successfully using DOMS system (Start counted since January in the assessment year and compared to the average yearly ratio)                   | 1(1) | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>   | Division of General Affairs And Correspondence and The Center for Digital Technology. |

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|----|--|-------|--|--|
| 23 | The percentage of 5s inspection scores   | 1(2)  | The scores will be calculated in proportion to the agency's 5 S assessment scores.   | 5s working team  |
| 24 | Internal Integrity and Transparency Assessment: IIT  | 1(2)  | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● 95-99.99% will be proportionally calculated.</li> <li>● below 95% get 0.</li> </ul>   | Internal Audit Unit and Management Committee.  |
| 25 | Perception of university changes in various fields   | 1(2)  | <ul style="list-style-type: none"> <li>● 100% acknowledgement get full score.</li> <li>● less than 100% acknowledgement will be proportionally calculated.</li> </ul>  | Administrative Section   |
| 26 | Innovative projects for working processes of general administration officer to increase work efficiency, reduce time, reduce procedures and save budget through the approval of the school or college committee. | - (3) | <ul style="list-style-type: none"> <li>● 1 project or 1 work per school / college gets full score.</li> <li>● No project gets 0.</li> </ul> <p>If there is work and progress, the academic department will consider on a case-by-case basis.</p> | Academic Section   |
| 27 | The percentage of energy saving (go green)<br><br>(Compared to the university level in the past year)  | - (1) | All departments get the same score and will get the full score if the university's overview of using energy has decreased for 10%. Other score will be proportionally calculated.  | Green University Project   |
| 28 | The percentage of employees' daily work records  | -(2)  | <ul style="list-style-type: none"> <li>● 100% of recording, get the full score</li> <li>● Other score calculate from the proportion of percentage received</li> </ul>  | Division of Human Resources and Organization cooperate with The Center for Digital Technology              |
| 29 | Participation in the central activities organized by various departments of the university   | -(2)  | <ul style="list-style-type: none"> <li>● 100% get full Score.</li> <li>● Other percentage will be proportionally calculated.</li> </ul>  | Division of General Affairs and Correspondence cooperate with Division of Human Resources and Organization |

Part 3

Supervisor Discretionary Assessment 10%

The supervisor assesses at his/her discretion. The supervisors can determine indicators and assessment methods as appropriate.

UNOFFICIAL TRANSLATION