

**Preparation of Teaching and Academic Output
For Presentation to the Committee for Appraisal of the Probationary
Performance of Academic Staff, or for Contract Renewal for Academic Staff**

The Division of Personnel advises academic staff who are approaching the termination of their probationary period or who are employed under a fixed-term contract that all performance outputs forms are required to be submitted to the Performance Appraisal Committee two months prior to the completion of the contract. The details are as follows;

1. Complete the official self-appraisal form giving relevant details of all performance outputs within the period of probation or contract. The form can be downloaded from the Division of Personnel's website at <http://dp.wu.ac.th>.
2. Preparation of documentation related to teaching and academic outputs must be in accordance with the criteria for the Appraisal of the Probationary Performance for Academic Staff in order to be granted tenured status. These criteria also apply *mutatus mutandis* to other employment contracts (*see attached announcement*).
3. At least one course listed in the teaching outputs section should be prepared in the form of 'm-learning'.
4. You are required to submit original copies of the outputs in items 1 and 2 to the Dean for consideration, supervision and endorsement, then save all your files onto 5 CD-ROMs and send them to the Division of Personnel for further action. In case your work output includes an invention, please take photo of it, scan or load the picture files with Acrobat Reader or other facilitate programs.

Job Performance Appraisal Officer
Division of Personnel

**Walailak University Announcement:
Criteria for the Appraisal of the Probationary Performance of
Academic Staff for Consideration for Tenure Status**

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In order to improve the criteria for the Appraisal of the Probationary Performance of Academic Staff; adjusted in accordance with the academic workload regulations as stated in Walailak University Announcement on Annual Workload for Tenured Academic Staff (revised) dated 29 September 2003; in conjunction with the approval by the Academic Council in its 3rd meeting of 2004 dated 22 April of the Criteria for the Appraisal of the Probationary Performance of Academic Staff for Consideration for Tenure Status; and in accordance with section 24 of Walailak University Act B.E. 2535, the University hereby announces the criteria for the Appraisal of the Probationary Performance of Academic Staff for Consideration for Tenure Status as follows;

Academic Output for Submission to the University

The appraisee should prepare a job performance report according to the form specified by the University. Evidence of teaching and academic output should be attached and submitted to the Job Performance Appraisal Committee for consideration, as follows;

1. Teaching documents and/or equipment used for teaching, exercises, samples of test papers for all courses, comments from the students who studied in the courses and the results of course evaluation, *and*;
2. Lecture handout notes used for teaching in courses equivalent to 2 credits, *or*;
3. Published academic articles, *or*;
4. Academic writings, translated works or published textbooks *or*;
5. Published research articles (not a research thesis required for completion of a diploma or degree course), *or*;
6. Completed research report, *or*;
7. Other forms of academic activity output, such as inventions, which are comparable to items 2 - 6.

Criteria

1. Academic staff who receive tenured status must have satisfactorily completed the 3-year probationary period, with the exception of academic staff who have been appointed to the academic positions of Assistant Professor, Associate Professor or Professor, who receive tenured status from the date of their appointment to that position.
2. The result of the annual job performance appraisal throughout the probationary period must be not less than “Good”, based on the judgment of the Committee for the Appraisal of the Probationary Performance of Academic Staff.

3. The result of the personal behavior appraisal must be “Pass”. The appraisee must be a person of good moral standing and who has a suitable character to be a university lecturer.
4. The teaching and academic outputs submitted for the consideration of the Committee for the Appraisal of the Probationary Performance of Academic Staff must receive an evaluation score of not less than “Good Quality”. The description of “Good Quality” for academic output is as follows;
 - 4.1 Complete, correct, and up-to-date teaching resources, documents and textbooks that are beneficial to teaching and learning.
 - 4.2 Research outputs that meet the University’s requirements, using correct, appropriate and up-to-date academic techniques and methods of analysis. These research outputs can lead to academic advancement or can be applied or published.
 - 4.3 Other kinds of academic output that are either new, or are an application of existing knowledge using modern techniques, advanced knowledge or ideas. These outputs should be of benefit to a certain field, such as academia, or may be used to save time, labor or production costs, etc., and these outputs are able to be widely used.

Academic staff employed by the University under contract or under special conditions will be appraised according to the Criteria for the Appraisal of the Probationary Performance of Academic Staff.

The Walailak University regulations on the Criteria for the Appraisal of the Probationary Performance of Academic Staff for Granting Academic Tenure dated 24 October 2002 are hereby cancelled, and are replaced by this announcement which is effective immediately.

Date of Announcement: 30 April 2004

Dr. Supat Poopaka
President of Walailak University