

## Criteria for Annual Performance Evaluation for Teaching Personnel

### Instructions:

**1. Teaching personnel refers to lecturers categorized into three types as follows:**

- 1.1 Administrative lecturers: full-time lecturers working in administrative positions in the year of evaluation and responsible for teaching loads as specified in Rangsit University Notification on Assignment of Teaching Loads.
- 1.2 Research lecturers: full-time lecturers specializing in research and being responsible for conducting research (See the descriptions annexed.)
- 1.3 Lecturers: full-time lecturers whose qualifications are not specified in 1.1 and 1.2

**2. College/Faculty/Institute can use the 100-point evaluation criteria as determined by the University.**

**3. In case of evaluation using the criteria specifically determined by College/Faculty/Institute:**

College/Faculty/Institute is required to determine the criteria items in No.5 on the evaluation form. The total score in No.5 must not exceed 100 points which will be converted to 30% of the total score of the evaluation (20% for administrative lecturers).

**4. Score and Grading**

Score	Grade
$\geq 80$	A
70-79	B
60-69	C
$< 60$	No salary raise

**5. Criteria for annual raise for teaching personnel**

5.1 All full-time lecturers are required to score a minimum of 60 points.

5.2 For lecturers who do not have academic titles:

Lecturers holding a master's degree certificate are required to have their own research, academic papers, innovation, or creation published within four years from the day of their working as full-time lecturers. Lecturers holding a doctoral degree certificate are required to have their own research, academic papers, innovation, or creation published within six years from the day of their working as full-time lecturers. A total score of those works in the year of evaluation must not be lower than 0.40 as required by the 2014 Internal Quality Assurance determined by the Office of the Higher Education Commission. This shall not be applied to any lecturers who fail to have their works published but perform their duties on tasks specially assigned by the University without pay; the office or the department supervising those tasks shall submit its request to the Committee for Human Resource Administration for consideration.

5.3 All full-time lecturers are required to have a minimum teaching load or workload of 80% of the credit hours. The required number of credit hours varies according to the classification of full-time teachers.

5.4 Those who are unable to comply with criteria 5.1 or 5.2 The university may consider termination of employment

### Criteria for Teaching Personnel Performance Evaluation

Performance	A total score must not exceed:	Percentage of the Points		
		Lecturer	Research Lecturer	Administrative Lecturer
1. Teaching and graduate production (a)	270 (180)	35	20	20
2. Teaching notes, academic and research papers, and creative works (b)	120	10-30**		
3. Academic services (c)	40	10-15**		
4. Art and cultural maintenance and promotion (d)	20	5-10**		
5. Other tasks assigned* (e)	100	20-30**		
6. Accomplishments of position duties, tasks, and responsibilities (f)	30	-	-	30
7. Work behavior and characteristics (g)	20	5		
8. Offering of support to departments in the University	30	0-15**		
	<b>Total</b>	<b>100</b>		

\*Other tasks assigned:

1. College/Faculty/Institute is eligible to evaluate their supervised personnel using their own criteria (a total score of must not exceed 100 points) and/or consider the ‘other tasks assigned’ based on the task equivalence criteria applied by College/Faculty/Institute. The points obtained through a task can be converted to course credits (10 points = 1 credit); or
2. College/Faculty/Institute is eligible to evaluate their supervised personnel using all of the criteria as specified on the University’s evaluation form.

\*\* The full score for each point of evaluation can be determined by the evaluated employee, but the total percentage of the all points of evaluation must be 100.

#### **Calculation of Total Score**

All points obtained in *a*, *b*, *c*, *d*, *e*, *f*, and *g*, are employed to calculate the weighted scores according to the type of lecturers as specified. The total score must not exceed 100 points.

Criteria		Maximum points used in the calculation of percentage
1.1 Teaching load 1.2 Workload equivalent to the number of credit hours as required per academic year (According to the notifications of Rangsit University and additional regulations related to teaching and graduate production as notified by the faculty)  1.3 Teaching evaluation score by students (the average score of all courses) 1.4 Teaching evaluation score by lecturers/co-lecturers 1.5 Student advising 1.5.1 Demonstrating a student advising form as determined by College/Faculty/Institute as evidence of advising students for at least 2 times/student/semester (advising 100% of students = 10 points)* 1.5.2 Demonstrating study plans for students with a GPA of lower than 2.00 (planning the study of 100% of students with a GPA of lower than 2.00 = 10 points)*  <i>*The calculation of a percentage requires the real number of students; however, the maximum number must not exceed 50.</i>	Total number of credit hours assigned in the academic year or equivalent but not exceeding 24 credits x 10  For administrative lecturers: not more than 15 credits x10 Not exceeding 5 points  Not exceeding 5 points  10 points  10 points	270 points and 180 points for administrative lecturers
2. Teaching notes, academic and research papers, and creative works <u>Teaching notes, textbooks, books</u> 2.1 Teaching note (of which quality has been evaluated 'Good' or higher by at least 3 lecturers in the department) 2.2 Textbooks, books, or translation works having passed the criteria for academic title promotion <u>Academic or research papers and creative works</u> 2.3 Abstracts of academic or research papers published in national proceedings 2.4 Abstracts of academic or research papers published in international proceedings 2.5 Full academic or research articles published in national proceedings 2.6 Full academic or research articles published in international proceedings 2.7 Full academic or research papers published in	40 points (newly produced) 20 points (at least 50% of which has been revised) 100 points/piece  5 points/piece  10 points/piece  20 points/piece  40 points/piece  60 points/piece	120 points

Criteria		Maximum points used in the calculation of percentage
the database of Thai Journal Citation Index Centre (TCI) Tier 2		
2.8 Full academic or research papers published in the database of Thai Journal Citation Index Centre (TCI) Tier 1	80 points/piece	
2.9 Academic or research articles published in the database of international journals	100 points/piece	
2.10 Full academic or research papers published in any database and evaluated by 3 qualified reviewers	40 points/piece	
2.11 Works protected with petty patents	60 points/piece	
2.12 Works protected with patents	100 points/piece	
<u>Research grant</u> (calculated according to the number of years as specified in the grant contract.)**	20 points/piece	
2.13 Being the head of a research or creative work project funded by an internal grantor	40 points/piece	
2.14 Being the head of a research or creative work project funded by an external grantor	5 points/project	
2.15 Being a member of a research or creative work project funded by an internal grantor	10 points/project	
2.16 Being a member of a research or creative work project funded by an external grantor <i>** A contract term of 12 months or less is equivalent to 1 time in the year of granting. A contract term of longer than 12 months can be counted repeatedly by converting the rest of months into points using the rule of three.</i>		
<u>Creative works</u>	20 points/project	
2.17 Creative works published via any public channel or electronic platforms	40 points/project	
2.18 Creative works published in the organizational level	60 points/project	
2.19 Creative works published nationally	80 points/project	
2.20 Creative works published under international collaboration	100 points/project	
2.21 Creative works published in the international/ASEAN level  (Creative works according to 2.17 - 2.21 must be evaluated by at least three reviewing committees, at least one of whom must be an outside committee.)		
Academic services		40 points
3.1 Being the head or organizer of an in-cash academic service project or other academic service forms, e.g. invited guest speakers, part-	Academic service income of THB 100-2,500 deducted and submitted to the university =	

Criteria		Maximum points used in the calculation of percentage
<p>time lecturers who submit an amount of income obtained from providing academic services to the university</p> <p>3.2 Being the head or an organizing member of an in-kind academic service project</p> <p>3.3 Being invited to be a guest speaker or lecturer/ a member of academic/profession boards of committees or a member of an association in the tertiary/ national/ international level (If a lecturer with incomplete workload is an invited guest speaker or lecturer for an unpaid academic service, the academic service can be counted in the workload (evaluation form item 1.2) where a 3-hour lecture is equivalent to 0.2 credit. A repeated count is not allowed.</p> <p>3.4 Being a reviewer of academic or research articles published in proceedings/academic journals or being a reviewer of creative works</p>	<p>10 points; the income amount exceeding THB 2,500 = 1 point</p> <p>Consider the following criteria:  - Achieving at least 10 objectives= 10 points  - Carrying out the project continuously = 5 points  - The project can successfully promote the strength of the community with empirical evidence. = 10 points</p> <p>- Not over 6 hours = 2 points  - Over 6 but not exceeding 12 hours = 4 points  - Over 12 hours = 5 points</p> <p>3 points/task/activity</p>	
<p>4 Art and cultural maintenance and promotion</p> <p>4.1 Participating in an activity related to art and cultural maintenance and promotion and sports as well as an activity aimed to improve social discipline and living quality</p> <p>4.2 Being a committee or team member for activities in 4.1 with consent from the superior</p>	<p>3 points/activity</p> <p>5 points/committee board</p>	20 points
<p>5 Others (Able to follow the criteria on the evaluation form or use other criteria as specifically determined)</p> <p>5.1 Assisting in other tasks out of regular ones with consent from the superior to support the operation of the college/faculty/institute (If the number of work hours is determined, a 6-hour task is equivalent to 5 points.)</p> <p>5.2 Specially additional points (Noticing the personnel's willingness to assist in tasks assigned, the President, the dean, or the head of the office/ department can give an</p>	<p>A maximum of 5 points/time</p> <p>A maximum of 5 points</p>	100 points

Criteria		Maximum points used in the calculation of percentage
additional point not exceeding 5 points.)		
<p>6 Position duties, tasks, and responsibilities (evaluated by the direct superior)</p> <p>6.1 <u>Team building skills</u> (10 points)</p> <p>6.2 Creative initiatives <u>for administration</u> (10 points)</p> <p>6.3 Accomplishments of position duties and tasks (10 points)</p>	<p><b>Result</b>  <b>(The superior determines criteria and points on his/her own on the basis of good governance.)</b>            Excellent: 9.0 - 10            Very good: 8.0 - 8.9            Good: 7.0 - 7.9            Fair: Lower than 7.0</p>	30 points
<p>7 Work behavior and characteristics</p> <p>7.1 Taking responsibility to duties and working at full capacity</p> <p>7.2 Performing duties dedicatedly</p> <p>7.3 Working in collaboration with the superior and other colleagues</p> <p>7.4 Behaving appropriately at work and complying with the university's regulations</p> <p>7.5 Always gaining self- knowledge for self-development</p>	<p>4 = Performing excellent work behavior and being able to become a good role model</p> <p>3 = Performing good work behavior</p> <p>2 = = Performing fair work behavior</p> <p>1 = Performing less appropriate work behavior with unsatisfactory effects on the operation of the supervising office/department</p> <p>0 = Performing inappropriate and unacceptable work behavior with unsatisfactory effects on the overall operation of the university</p>	20 points
<p>8. Tasks that support in-house operations</p> <p>8.1 Being a committee member appointed by the University to work in support of a department or office</p> <p>8.2 Being an appointed committee member who succeeds in the goals as specified</p>	<p>5 points/ committee board</p> <p>10 points/ committee board</p>	30 points

## Notes

1. Research-oriented lecturer refers to a lecturer whose qualifications meet the criteria as required by the University and who receives consent from the dean through the Personnel Office to be a research-oriented lecturer for a 2-year term from the semester in which a request for being a research-oriented lecturer is submitted to the Personnel Office. The lecturer in this category is required to be evaluated according to the criteria for research-oriented lecturer evaluation. A 2-year term can be renewed if the lecturer is qualified according to the criteria.

Qualifications and conditions:

1. Having research background and experience and have research papers published in national or international journals and/or be a lecturer wishing to improve research skills for self-development and the development of research for the college or the faculty;

2. Being the head of a minimum of one research project funded by an internal or external organization within a 2-year term; and

3. Being responsible for a research project and/or take part in a research project as a supervisor for a lecturer in the college/faculty/institute/department or a program in order to encourage lecturers and students work together in the research project.

2. A lecturer holding an administrative position in the supervising department/office (director or higher) can be evaluated in two ways: (2.1) or (2.2 and 2.3) as follows:

2.1 Evaluated using one evaluation form for lecturers holding an administrative position (major duties of the highest position) solely; **or**

2.2 Evaluated using one evaluation form for lecturers holding an administrative position (major duties of the highest position) **and**

2.3 Evaluated using one evaluation form for full-time lecturers.

2.3.1 Not holding an administrative position in the supervising college/faculty/institute, an evaluation follows the criteria for full-time lecturers holding administrative positions where a lecturer shall be evaluated on 4 performance aspects (70 points) and on performance on administrative duties in 2.2 (converted to 30 points in administrative aspects).

2.3.2 Having an administrative position in the supervising college/faculty/institute, an evaluation follows the criteria for full-time lecturers holding administrative positions where a lecturer shall be evaluated on 5 performance aspects (100 points).

If a lecturer is evaluated on his/her performance both in the administrative position and in the full-time lecturer position, the evaluation shall be conducted as follows:

- If the point obtained according to 2.2 (major duties) is equivalent to or higher than that obtained according to 2.3, the evaluated lecturer shall receive the highest salary raise rate as specified by the college/faculty/institute or the supervising department or office.

- If the point obtained according to 2.2 (major duties) is less than that obtained according to 2.3, the evaluated lecturer shall receive a salary raise rate according to the criteria as specified by the department or office responsible for the lecturer's major duties despite the fact that the lecturer may lose his/her benefit.