Performance Evaluation Form for Teaching Personnel

Rangsit University

For: Academic year………………. (From Date…………………….to Date…………………….)

Instructions:

Part 1-3 Kindly fill out the form providing true and correct information.

Part 4 Performance evaluation criteria

Part 1: Personal Profile

Name…………………………………………… Surname……………………………………………………………………

Age……………………………………………. Highest level of education………………………………………………

Start date ……………………………………… Position…………………………………………………………………

Department………………………………………Faculty/Center/Office………………………………………………

Academic title………………………………….Administrative position……………………………………………………

☐ Lecturer ☐ Research-oriented lecturer (approved in the academic year………………)

☐ Administrative lecturer

Part 2: Performance Evaluation

1. Teaching and graduate production

1.1 Teaching loads according to Notification of Rangsit University Regarding Calculation of Teaching Loads and Pay Rates B.E. 2563 (Please attach the report of full-rime teachers' teaching loads or attach the report from https://workload.rsu.ac.th/)

Semester	Number of credit hours			Total
	Lecture	Practice	Project/ Thesis	
S/20...				
1/20...				
2/20...				
Total (1 academic year)				

1.2 Equivalent workloads as specified by the college/faculty

   (Please attach the report of full-rime teachers' teaching loads.)

1.3 Teaching evaluation by students (According to the faculty's teaching plans. Please attach the report from https://ev.rsu.ac.th/)

Course	Lesson/Topic	Points earned		
		Semester 1	Semester 2	Semester3/ Summer

1.4 Teaching evaluation by lecturers/co-lecturers (according to the faculty's teaching plans)

Course	Lesson/Topic	Points earned		
		Semester 1	Semester 2	Semester3/ Summer

1.5 Being a student advisor

Number of responsible advisees ....

Items	Number of students	Percentage
Percentage of student follow-ups (at least 2 times/student/semester)		

The calculation of a percentage requires the real number of students; however, the maximum number must not exceed 50.

2. Teaching notes, academic and research papers, and creative works

<u>Teaching notes, textbooks, books</u>

2.1 Teaching notes (of which quality has been evaluated 'Good' or higher by at least 3 lecturers in the department)

Title	Course	Types (√)		Number of co-producers
		Newly produced	Existing one, at least 50% of which has been revised	

2.2 Textbooks, books, or translation having passed the criteria for academic title promotion

Title	Course	Types (√)		
		Textbook	Book	Translation

2.3 Research grant (calculated according to the number of years as specified in the contract)

Research title	Status (√)		Grantor	No. of years	Term of grant contract
	Head	Co-researcher			

Academic or research papers and creative works

In the topic of academic or research papers and creative works from 2.4 – 2.7, you can fill out the information at https://academicwork.rsu.ac.th/ and print the document to attach with this assessment. Or you can record the system's screen data and enter it according to the table for each topic.

2.4 Academic or research papers published in conference proceedings

Conference Title	Title of published paper	Date of conference	Country	Type/Level (√)			
				Abstract		Full text	
				National	International	National	International

2.5 Academic or research papers published in academic journals

Title of published paper	Date of publication	Title of journal	Database (√)			
			International	TCI 1	TCI 2	Others*

Others* *refers to any database in which papers are reviewed by 3 reviewers.*

2.6 Works granted petty patents/ patents

Title	Petty patent/ patent no.	Date of petty patent/ patent	Types (√)	
			Petty patent	Patent

2.7 Creative works

Creative works refers to innovative art works and inventions systematically produced through appropriate research methodology and creative ideas as creative art models which yield aesthetic value and benefits to art profession in three fields according to the ASEAN category of art fields including (1)   visual art – painting, sculpture, printmaking, photography, cinematography, multimedia, architecture, and design; (2) performing arts – music, dance, and other forms of performances; and (3) literature – literary works, e.g. poetry, prose, etc.

Level of quality	Work (description/evidence of publication)	Date of publication
Creative works published publically via online or electronic channels		
Creative works published in the institutional level		
Creative works published nationally		
Creative works published publically via online or electronic channels		
Creative works published in the institutional level		

The total score accumulated from 2.1-2.7 is ………………… points.

3. Academic services

        For this category, you can alternatively fill out your information on https://asc.rsu.ac.th/servicedata, printing it out and attaching it to this document instead of filling out this form by hand.

        3.1 Being responsible for or working in an in-cash academic service activity or any academic service activity that brings income to the university

        3.2 Being responsible for or working in an in-cash academic service activity of which objectives are to support the operation of quality assurance

        3.3 Being an invited speaker, lecturer, member of academic/professional committees, committee member for national/international associations (An evaluated lecturer who works on an in-house operation without pay and whose workload is incomplete can supplement the missing workload with the academic service activity where a 3-hour lecture is equivalent to 0.2 credit.)

1. Title/Name of academic service project/activity/professional council/board of committees ....

  Duties/Roles   ☐ Speaker   ☐ Guest lecturer ☐ Committee chair ☐ Committee ☐ Subcommittee

                                    ☐ Council chair ☐ Secretary   ☐ Expert   ☐ Other (Please specify.)................................

Name of organization receiving the service ....

Type of organization   ☐   In-house   ☐ Out-of-house

Duration of work   ☐   Not over 6 hours

                                ☐   over 6 but not exceeding 12 hours

                                ☐   Over 12 hours

Date of project commencement.. Date of project completion ....

2. Title/Name of academic service project/activity/professional council/board of committees ....

  Duties/Roles   ☐ Speaker   ☐ Guest lecturer ☐ Committee chair ☐ Committee ☐ Subcommittee

                                      ☐ Council chair ☐ Secretary   ☐ Expert   ☐ Other (Please specify.)................................

Name of organization receiving the service ....

Type of organization   ☐   In-house   ☐ Out-of-house

Duration of work   ☐   Not over 6 hours

                                  ☐   over 6 but not exceeding 12 hours

                                ☐   Over 12 hours

Date of project commencement.. Date of project completion ....

3.4 Being appointed as a qualified reviewer of academic and research papers published conference proceedings or a qualified reviewer of creative works

1. Title of academic journal/conference/academic title promotion ....

Title of paper/work/project ....

Name of organization receiving the service ....

Type of organization   ☐   In-house   ☐   Out-of-house

Date of project commencement... Date of project completion ....

2. 1. Title of academic journal/conference/academic title promotion ....

Title of paper/work/project ....

Name of organization receiving the service ....

Type of organization   ☐   In-house   ☐   Out-of-house

Date of project commencement... Date of project completion ....

4. Art and cultural maintenance and promotion

Event/ Activity title	Level of participation (√)		Duration /Semester
	Committee/ Organizing team	Participant	

5. Others (Able to follow the criteria on the evaluation form or other criteria as specifically determined)

Assigned duties/tasks	Assigned by	Duration /Semester (in average)

6. Position duties, tasks, and responsibilities (for lecturers who have administrative positions)

Administrative duties assigned in the academic year:

1.)..

2.)..

3.)..

4.)..

5.)..

7. Tasks that support in-house operations

Workload (Please attach the committee/work team appointment order approved by the superior of the in-house organization responsible for the task.)

1.)..

2.)..

3.)..

4.)..

5.)..

8. Personnel development refers to your participation in activities or events to gain self-knowledge as well as work skills for self-development and the benefits of the organization.

Topic/Title	Type	Duration	Organizer	Benefits gained
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"Type" refers to training, seminar, academic seminar, visit, internship, conference, etc.

Part 3 Opinion towards operation and performance

Please provide problems or obstacles at work as well as suggestions in each item.

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Signature .... Evaluated person

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Part 4 Performance evaluation criteria for the position of <u>Full-time Lecturer</u>

Performance	Indicator	Maximum total score and points for each indicator	Points earned in each indicator	Total points earned in each performance	Percentage		
					Lecturer	Research Lecturer	Administrative Lecturer
1. Teaching and graduate production		**260 points / 200 points(for administrative lecturers)**		(a)	35	20	20
	1.1 Teaching loads (According to the Notification of Rangsit University)	Number of credits taught or equivalent number but not exceeding 24 credits x 10 For administrative lecturers: 15 credits x10					
	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)	No more than 5 points					
	1.3 Teaching evaluation score by students (the average score of all courses)	No more than 5 points					
	1.4 Teaching evaluation score by lecturers/co-lecturers	No more than 5 points					
	1.5 Student Advisor 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)***** **The calculation of a percentage requires the real number of students; however, the maximum number must not exceed 50.*	10 points					

Performance	Indicator	Maximum total score and points for each indicator	Points earned in each indicator	Total points earned in each performance	Percentage		
					Lecturer	Research Lecturer	Administrative Lecturer
2. Teaching notes, academic and research papers, and creative works		120 points		(b)	10 - 30		
Teaching notes, textbooks, and books.	2.1 Teaching note (of which quality has been evaluated 'Good' or higher by at least 3 lecturers in the department)	40 points (newly produced) 20 points (existing one, at least 50% of which has been revised)					
	2.2 Textbooks, books, or translation having passed the criteria for academic title promotion	100 points/เล่ม					
Academic/research works	2.3 Abstracts of academic or research papers published in national proceedings	5 points/piece					
	2.4 Abstracts of academic or research papers published in international proceedings	10 points/piece					
	2.5 Full academic or research articles published in national proceedings	20 points/ piece					
	2.6 Full academic or research articles published in international proceedings	40 points/ piece					
	2.7 Full academic or research papers published in the database of Thai Journal Citation Index Centre (TCI) Tier 2	60 points/ piece					
	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					

Performance	Indicator	Maximum total score and points for each indicator	Points earned in each indicator	Total points earned in each performance	Percentage		
					Lecturer	Research Lecturer	Administrative Lecturer
	2.11 Works protected with petty patents	60 points/ piece					
	2.12 Works protected with patents	100 points/ piece					
Research grant	2.13 Being the head of a research or creative work project funded by an internal grantor	20 points/ project					
	2.14 Being the head of a research or creative work project funded by an external grantor	40 points/ project					
	2.15 Being a co-researcher of a research or creative work project funded by an internal grantor	5 points/ project					
	2.16 Being a co-researcher of a research or creative work project funded by an external grantor	10 points/project					
Creative works	(2.17-2.21 All creative works must be evaluated by at least three experts, at least one of whom must be an outside expert.)						
	2.17 Creative works published publically via online or other electronic channels	20 points/ piece					
	2.18 Creative works published in the institutional level	40 points/ piece					
	2.19 Creative works published in the national level	60 points/ piece					
	2.20 Creative works published under international collaboration	80 points/ piece					
	2.21 Creative works published in the international/ASEAN level	100 points/ piece					

Performance	Indicator	Maximum total score and points for each indicator	Points earned in each indicator	Total points earned in each performance	Percentage		
					Lecturer	Research Lecturer	Administrative Lecturer
3. Academic services		40 points		(c)	10 - 15		
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-time lecturers who submit an amount of income obtained from providing academic services to the university		Academic service income of THB 100-2,500 deducted and submitted to the university = 10 points; the income amount exceeding THB 2,500 = 1 point					
3.2 Being the head or an organizing member of an in-kind academic service project		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					
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.		- Not over 6 hours = 2 points - Over 6 but not exceeding 12 hours = 4 points - Over 12 hours = 5 points					
3.4 Being a reviewer of academic or research articles published in proceedings/academic journals or being a reviewer of creative works		3 points/ task/activity					

Performance	Indicator	Maximum total score and points for each indicator	Points earned in each indicator	Total points earned in each performance	Percentage		
					Lecturer	Research Lecturer	Administrative Lecturer
4. Art and cultural maintenance and promotion		20 points		(d)	5 - 10		
	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	3 points/activity					
	4.2 Being a committee or team member for activities in 4.1 with consent from the superior	5 points/committee board					
5. Others (Able to follow the criteria on the evaluation form or use other criteria as specifically determined)		100 points		(e)	20 - 30		
	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.)	No more than 5 points/time					
	5.2 Specially additional points (Noticing the personnel's willingness to assist in tasks assigned, the head of the office/ department or the dean can approve of the evaluated personnel of earning up to 5 points.)	No more than 5 points					

Performance	Indicator	Maximum total score and points for each indicator	Points earned in each indicator	Total points earned in each performance	Percentage		
					Lecturer	Research Lecturer	Administrative Lecturer
6. Position duties, tasks, and responsibilities (evaluated by the direct superior) (for administrative lecturers)		30 points		(f)	-	-	30
6.1 Team building skills (10 points) 6.2 Creative initiatives for administration (10 points) 6.3 Accomplishments of position duties, tasks, and responsibilities (10 points)		Result (The superior determines criteria and points on his/her own on the basis of good governance.) Excellent 9.0 -10 Very good: 8.0 - 8.9, Good: 7.0 - 7.9, Fair: Lower than 7.0					
7. Work behavior and characteristics (Able to follow the criteria on the evaluation form or other criteria as specifically determined)		20 points		(g)	5		
7.1 Taking responsibility to duties and working at full capacity 7.2 Performing duties dedicatedly 7.3 Working in collaboration with the superior and other colleagues 7.4 Behaving appropriately at work and complying with the university's regulations 7.5 Always gaining self- knowledge for self-development		4 = Performing excellent work behavior and being able to become a good role model 3 = Performing good work behavior 2 = Performing fair work behavior 1 = Performing less appropriate work behavior with unsatisfactory effects on the operation of the supervising office/department 0 = Performing inappropriate and unacceptable work behavior with unsatisfactory effects on the overall operation of the university					

See additional calculation methods in the Criteria for Annual Evaluation for Teaching Personnel.

Performance	Indicator	Maximum total score and points for each indicator	Points earned in each indicator	Total points earned in each performance	Percentage		
					Lecturer	Research Lecturer	Administrative Lecturer
8. Tasks that support in-house operations		30 points		(h)	0 - 15		
	8.1 Being a committee member appointed by the University to work in support of a department or office	5 points/ committee board					
	8.2 Being an appointed committee member who succeeds in the goals as specified (Tasks in 8.1-8.2 must be approved by a vice president or a director.)	10 points/ committee board					

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.

<u>Total annual performance score =   points</u>

Department Head/Immediate Supervisor's Opinion:

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Signature..

(..)

Position..

Faculty/Office Committee Board's Opinion:

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Signature..

(..)

Position..

Dean's Opinion:

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Signature..

(..)

Position..