



Announcement of Khon Kaen University International College (No. 23/2568) Subject: Criteria and Methods for Workload Calculation for Administrative and Academic Personnel of Khon Kaen University International College

To establish standardized and appropriate criteria for the performance evaluation of academic personnel at Khon Kaen University International College, and to enable the utilization of evaluation results for work improvement and development consistent with the College's mission and responsive to its vision, as well as for considerations regarding annual salary increases, annual performance-based compensation, and contract renewals, in a fair, transparent, efficient, and effective manner for the performance of academic staff of Khon Kaen University International College.

By virtue of the authority under Chapter 3 of Khon Kaen University Announcement No. 2131/2567 regarding Personnel Administration of the International College, and to align with the Khon Kaen University Personnel Administration Committee Announcement No. 3/2566 regarding Criteria and Methods for Performance Evaluation of University Employees and Staff, combined with the resolution of the Khon Kaen University International College Executive Committee at meeting No. 2/2568 on April 30, 2568, the criteria and methods for performance evaluation of academic personnel of Khon Kaen University International College are hereby announced as follows:

Chapter 1 General Provisions

Article 1. This Announcement shall be titled "Announcement of Khon Kaen University International College (No. 23/2568) Subject: Criteria and Methods for Workload Calculation for Administrative and Academic Personnel of Khon Kaen University International College."

Article 2. This Announcement shall enter into force on September 1, 2567.

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Article 3. The Announcement of Khon Kaen University International College (No. 110/2565) Subject: Criteria and Methods for Workload Calculation for Administrative and Academic Personnel of Khon Kaen University International College is hereby repealed.

All prior orders, announcements, or resolutions that have been previously established or are inconsistent with or contrary to this Announcement shall be superseded by this Announcement.

Article 4. In this Announcement:

“Khon Kaen University”	means	Khon Kaen University.
“KKU PAC”	means	Khon Kaen University Personnel Administration Committee.
“The College”	means	Khon Kaen University International College.
“College Executive Committee”	means	The Khon Kaen University International College Executive Committee.
“Screening Committee”	means	The Performance Evaluation Screening Committee appointed by the President of Khon Kaen University.
“College-Level Performance Evaluation Committee”	means	The Performance Evaluation Committee for personnel of the International College.
“College Personnel”	means	Administrative personnel and academic personnel of Khon Kaen University International College.
“Administrative Personnel”	means	The Dean of the International College, Vice Deans, Assistant Deans, and individuals holding other administrative positions in the College as specified by appointment orders, including other academic administrative positions.

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“Academic Personnel”	means	Personnel of the International College appointed to the positions of Lecturer, Assistant Professor, Associate Professor, or Professor, including project-contracted employees hired as academic personnel of the International College.
“Workload”	means	The tasks, duties, and responsibilities in the performance of duties by academic personnel, according to the framework established by the College.
“Minimum Workload”	means	The minimum full-time workload averaging not less than 35 working hours per week in one academic year.
“Evaluation Period”	means	The timeframe designated by the College for the performance evaluation of academic personnel.

Chapter 2 Workload

Article 5. Academic personnel shall have a workload in four (4) areas as follows:

- 5.1 Teaching workload.
- 5.2 Research and other academic work workload.
- 5.3 Academic service and preservation and promotion of arts and culture workload.
- 5.4 Other workload.

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Article 6. Teaching workload refers to the workload of teaching courses or course modules specified in the College's curriculum, and the workload of serving as an advisor to provide guidance to students at both undergraduate and graduate levels in writing doctoral dissertations, theses, or independent studies, and providing advice to undergraduate students in cooperative education courses, project courses, or courses of a similar nature.

Article 7. Research and other academic work workload refers to the workload of producing research outputs, creative works, and academic works that are consistent with or related to the academic field in which one operates, and which are not part of the requirements for any academic program of the faculty member.

Article 8. Academic service and preservation and promotion of arts and culture workload refers to the workload of academic service and preservation and promotion of arts and culture that is consistent with the mission of a faculty member and/or assigned by the College or University, which contributes to academic and social development and enhances the reputation of the College and the University.

Article 9. Administrative workload refers to the number of working hours assigned to individuals holding administrative positions or those with academic administrative duties, in accordance with the Khon Kaen University Act, Khon Kaen University regulations, resolutions of the University Council, resolutions of the Khon Kaen University Personnel Administration Committee, or resolutions of the College Executive Committee.

Article 10. Other workload refers to the number of working hours evaluated from performing various duties as assigned by the University Council, the University, the College, a department, or an internal organization of the University, which are beyond those specified in teaching workload, research and academic work workload, academic service workload, and administrative workload. This includes the number of working hours for participating in College activities and academic conferences for self-development organized by internal and external units of the University.

Chapter 3

Performance Evaluation Criteria

These performance evaluation criteria for academic personnel shall be used as criteria for self-evaluation by academic personnel and as criteria for performance evaluation by the College-Level Performance Evaluation Committee appointed by the International College.

The College has established workload groups for academic personnel, categorized into 3 groups as follows:

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1. Teaching Track: A minimum teaching workload totaling not less than 6 courses or 18 credits per academic year, but with a teaching workload ceiling not exceeding 12 courses or 36 credits per academic year.
2. General Track: A minimum teaching workload totaling not less than 4 courses or 12 credits per academic year, but with a teaching workload ceiling not exceeding 8 courses or 24 credits per academic year.
3. Research Track: A minimum teaching workload totaling not less than 2 courses or 6 credits per academic year, but with a teaching workload ceiling not exceeding 4 courses or 12 credits per academic year.

Article 11. Minimum Workload Standard for Academic Personnel In accordance with the Khon Kaen University Regulations on Workload Standards and Academic Works of Persons Holding Positions of Lecturer, Assistant Professor, Associate Professor, and Professor, B.E. 2559 (2016), page 2, Article 6: "Workload shall not be less than 35 credit hours per week per regular academic semester." The method for calculating minimum workload is: 35 credit hours per week multiplied by 30 weeks per academic year, equaling a total workload of not less than 1,050 hours, which is equivalent to 100 points (in accordance with the meeting resolution of March 8, 2565, the unit of measure shall be "points" instead of "credit hours" and "workload hours").

The criteria for calculating the workload of academic personnel of the International College shall adhere to the appendix attached to this Announcement.

- A teaching workload ceiling is established at no more than 2 times the teaching workload of the selected track. If a faculty member undertakes a teaching load exceeding the ceiling prescribed for an academic semester, the Dean shall be the one to consider and approve it in writing. Furthermore, courses taught in excess of the minimum workload may be eligible for remuneration for teaching beyond the minimum teaching workload.

- In the case of a regular course in the curriculum where the number of registered students exceeds the specified limit, the Dean shall be the one to consider and approve the division of student groups.

- In the case where a course has students cross-registering for that course, and the number of registered students exceeds the prescribed threshold, the instructor may request approval to open additional sections for the students registered in that cross-listed course.

Article 12. The workload of faculty members holding administrative positions at the College and academic administrative positions, from the level of Program Chair, Head of Department, or other administrative positions with different titles, shall adhere to the appendix attached to this Announcement.

Article 13. The workload report form under this Announcement shall be as prescribed by the College. In completing the information in the workload report form, faculty members must provide truthful information and possess supporting evidence of the workload performed, to be used for data verification.

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Article 14. In the performance evaluation, the College-Level Performance Evaluation Committee shall evaluate all 4 workload areas as per Article 5, Chapter 2, along with verifying accuracy, summarizing the results, and ranking the scores of academic personnel into 5 levels as follows:

Performance Evaluation Level	Score
Outstanding	90.00 – 100.00
Excellent	80.00 – 89.99
Good	70.00 – 79.99
Fair	60.00 – 69.99
Not Pass/ Failed Evaluation	Below 60.00

Article 15. The evaluation results shall be presented to the Screening Committee to review the standards and fairness of the performance evaluation and to provide an opinion on the performance evaluation results before presenting them to the College Executive Committee for approval.

Article 16. Once approved by the College Executive Committee, the evaluation shall be considered final.

Article 17. Any International College personnel who do not pass the performance evaluation shall be given an opportunity to continue working for one more evaluation period, and a process for monitoring and tracking performance shall be implemented as appropriate, to enable the evaluated individual to improve and develop their performance to meet the agreed-upon performance standards.

Article 18. The results of the performance evaluation shall be used for human resource management in the following areas:

- 18.1 Improvement, development, and enhancement of performance efficiency.
- 18.2 Annual salary increase.
- 18.3 Allocation of annual incentive payments.
- 18.4 Appointment to higher positions.
- 18.5 Consideration for contract renewal.
- 18.6 Termination of employment with the College.
- 18.7 Other matters as determined by the College.

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Article 19. The establishment of a performance agreement for the subsequent evaluation period shall utilize the performance evaluation results from the preceding evaluation period as a guideline for setting agreements aimed at improving, developing, and enhancing performance efficiency. The performance evaluation period is defined as commencing on September 1 of each year and concluding on August 30 of the following year.

Once the Dean and the evaluated College personnel have mutually agreed and concurred, the Dean and the evaluated College personnel shall affix their signatures or use other methods to the workload agreement form as prescribed by the College, to demonstrate their approval of the performance evaluation agreement as stipulated. This workload agreement, jointly signed by both parties, shall be considered the framework for evaluation, and the evaluated individual shall retain it as evidence for evaluation at the end of the evaluation period.

Article 20. For the performance evaluation in each year, once approved by the College Executive Committee, the evaluator shall inform the evaluated person of the evaluation results and obtain their signature acknowledging receipt, on an individual basis, by September of each year. The notification of evaluation results and acknowledgment of receipt may be conducted electronically.

In case of notification by letter, if the evaluated person refuses to accept it or if the recipient cannot be found at the time of delivery, and if the letter is delivered to any person present or working at that location, the letter shall be placed on the desk in the presence of a witness, with at least two witnesses signing to attest that the evaluation results have been communicated.

In the event that the evaluated person refuses to accept the evaluation or believes they have been unfairly evaluated, they may appeal the evaluation results to the Dean within 7 days from the date of notification of the evaluation results. The appeal shall be processed according to the procedures outlined in the Khon Kaen University Personnel Administration Committee Announcement No. 3/2566 regarding Criteria and Methods for Performance Evaluation of Khon Kaen University Employees, or any subsequent amendments thereto.

Article 21. The determination of percentage increases for salaries and annual incentive payments shall be as prescribed by the College, subject to the approval of the College Executive Committee. This will be based on the financial status of the College in that fiscal year.

Article 22. The Dean shall be responsible for the execution of this Announcement and shall have the authority to issue orders or guidelines for its implementation.

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Should any issues arise in the implementation of this Announcement, or should this Announcement require interpretation, the Dean shall refer the matter to the College Executive Committee for a decision. The decision of the College Executive Committee shall be final.

This Announcement shall take effect from September 1, 2024.

Announced on May 1, 2025

(Assistant Professor Sirimonporn Thipsingh)
Dean of Khon Kaen University International College

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**Appendix to the Announcement of Khon Kaen University International College
(No. 23/2568) Subject: Criteria and Methods for Workload Calculation for
Administrative and Academic Personnel
Khon Kaen University International College**

1. Workload for Administrative Personnel, International College These performance evaluation criteria for administrative positions shall be used as the criteria for the performance evaluation of personnel appointed to administrative positions, by the College-Level Performance Evaluation Committee appointed by Khon Kaen University and the International College.

a) Quantitative Workload Calculation Criteria Article

Article 1. Calculation of Administrative Workload, accounts for 70 percent.

1.1 Workload for the position of Dean

The Dean's workload is calculated at 35 working hours per week.

1.2 Workload for other College administrative positions

The workload for College administration shall be calculated pro-rata to the full-time workload, not exceeding the following criteria:

- (1) Vice Dean: Workload calculated at 26 working hours per week.
- (2) Assistant Dean: Workload calculated at 17 working hours per week.
- (3) The workload for individuals holding College administrative positions with other titles, and for other academic administrative positions, shall be in accordance with the appointment order for such College administrative positions and academic administrative positions of the College.

Individuals holding College administrative positions under Articles 1.1 and 1.2, if holding more than one administrative position, shall have only the administrative position with the highest workload calculated. Individuals holding College administrative positions may not count other tasks that are already within their responsibilities or must be performed in their capacity as an administrator towards their workload again.

Article 2. Calculation of Teaching Workload, accounts for 30 percent.

2.1 The teaching workload for administrative personnel shall be calculated based on 30 weeks per academic year in a semester system, wherein 1 course is 3 credits, each credit is 3 hours, totaling 9 hours, and 1 semester comprises 15 weeks. This is calculated as a proportion of 70 percent, with the following criteria:

- (1) Dean: Shall perform full-time administrative duties and is not required to have a minimum teaching workload.
- (2) Vice Dean: A minimum teaching workload totaling not less than 2 courses or 6 credits per academic year is required, but the teaching workload ceiling shall not exceed 4 courses or 12 credits per academic year.
- (3) Assistant Dean: A minimum teaching workload totaling not less than 4 courses or 12 credits per academic year is required, but the teaching workload ceiling shall not exceed 8 courses or 24 credits per academic year.
- (4) Individuals holding College administrative positions with other titles and other academic administrative positions: The workload shall be in accordance with the appointment order for such College administrative positions and academic administrative positions of the College.

2.2 Student evaluations from each semester shall also be included as a component of the teaching workload calculated as a full score of 5 for each course, and this evaluation component shall constitute 30 percent of the teaching workload.

In the event an administrator's teaching load exceeds the prescribed ceiling per semester, the Dean shall be the one to consider and approve such excess in writing. Furthermore, courses taught in excess of the minimum teaching workload may be eligible for remuneration for teaching beyond the minimum teaching workload.

2. Workload for Academic Personnel, International College

a) Quantitative Workload Calculation Criteria, categorized into 3 groups as follows:

Workload Categories	Workload Details		
	Teaching Track	General Track	Research Track
(1) Teaching Workload per Academic Year	Must have a minimum regular semester teaching workload of not less than 70 percent of the total workload (3 teaching sections per 1 semester is calculated as 70 percent of the total workload).	Must have a minimum regular semester teaching workload of not less than 50 percent of the total workload (2 teaching sections per 1 semester is calculated as 50 percent of the total workload).	Must have a minimum regular semester teaching workload of not less than 20 percent of the total workload (1 teaching section per 1 semester is calculated as 20 percent of the total workload).
(2) Research Workload or Creative Work Output per Fiscal Year, and Other Types of Academic Work per Academic Year	Academic article/research article/published article (published in International Conference Proceedings at a minimum) or creative work output or other types of academic work, calculated as 20 percent of the total workload.	Research article (published in a national journal in the TCI database or in the Scopus, Web of Science, or Scimago Q3 – Q4 databases) or creative work output or other types of academic work, calculated as 40 percent of the total workload.	Research article (published in an international journal in the Scopus, Web of Science, or Scimago Q1 – Q2 databases) or creative work output or other types of academic work, calculated as 70 percent of the total workload.
(3) Academic Service Workload / Workload for Preservation and Promotion of Arts and Culture /	10 percent	10 percent	10 percent
(4) Other Workload			
Total Workload	100	100	100

This comprises workload in 4 areas: teaching workload, research and other academic work workload, academic service workload and preservation and promotion of arts and culture workload, and other workload, with details as follows:

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Article 2.1 Calculation of Teaching Workload is as follows:

Level / Type of class	Credits	Workload		Remark
		Units	Points	
<u>1. Undergraduate Degree</u>				For all courses in which instruction is provided: 1) The workload that can be included in the calculation must pertain to courses within the curriculum of the College, or curricula of entities/agencies having official cooperation with the College, and only if the academic unit and <u>the instructor do not receive separate remuneration for such courses.</u> 2) The scope of this workload is calculated to include all activities from teaching preparation, actual instruction, grading of student work, preparation and grading of examinations, evaluation of student performance, and the reporting of grades. This component is calculated as a proportion of seventy percent (70%) of the teaching workload."
1.1 Lecturing, teaching	3	3 hours	10	
1.2 Lecturing, general	3	3 hours	10	
1.3. Lecturing, research	3	3 hours	10	
<u>2. Graduate Degree</u>				
2.1 Lecturing, teaching	3	3 hours	15	
2.1 Lecturing, general	3	3 hours	15	
2.3 Lecturing, research	3	3 hours	15	
2.4 IS supervision	The workload is calculated based on the number of students actively engaged in the work during that semester.	1 topic	10	
2.5 Thesis (Graduate / Ph.D.)		1 topic	20	
2.5.1 Advisor		1 semester	10	
2.5.2 Committee				
2.6 Course director) or Coordinator	All TQF documents must be completely and properly collected.	1 subject / week	5	
<u>3. Teaching Evaluation Results from Students</u>	-	5	5	

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Article 2.2 Calculation of workload for research and other academic work is as follows:

2.2.1 Research/Creative Work

Detail	Units	The workload will be determined according to the selected group/category.		
		Teaching Track	General Track	Research Track
1. Research Grants and/or Creative Work Grants There are projects applying for grants from the college/university/ external organizations. Condition: For research grants with a contract duration exceeding one year and with contract extensions, evidence of contract signing must be provided. Workload can be confirmed, and contract extensions can account for workload for a maximum of two fiscal years	10,000 baht per 1 point (Averaged based on the number of project participants)	1 point	1 point	1 point

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Detail	Units	The workload will be determined according to the selected group/category.		
		Teaching Track	General Track	Research Track
2. Dissemination of Research, Creative, or Other Academic Works (Academic Articles)				
2.1 Full-length research or literature review published in an international journal listed in the SCOPUS database and ranked in Q4.	1 topic	100 points	20 points	10 points
2.2 Full-length research or literature review published in an international journal listed in the SCOPUS database and ranked in Q3.	1 topic	100 points	30 points	20 points
2.3 Full-length research or literature review published in an international journal listed in the SCOPUS database and ranked in Q2.	1 topic	100 points	50 points	25 points
2.4 Full-length research or literature review published in an international journal listed in the SCOPUS database and ranked in Q1.	1 topic	100 points	100 points	50 points
2.5 Publication of Work in Journals:				
2.5.1 Full-length research or literature review published in the Proceedings of a national academic conference.	1 topic	10 points	8 points	4 points

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Detail	Units	The workload will be determined according to the selected group/category.		
		Teaching Track	General Track	Research Track
2.5.2 Full-length research or literature review published in the Proceedings of an international academic conference, or in a national journal not listed in a database.	1 topic	20 points	10 points	8 points
2.5.3 Full-length research or literature review published in the TCI2 database.	1 topic	25 points	15 points	10 points
2.5.4 Full-length research or literature review published in the TCI1 database, or in an international journal not listed in SCOPUS.	1 topic	50 points	20 points	10 points
Condition: If there is more than one author for a work, the First Author and Corresponding Author will be credited with 100% of the workload. Co-Authors will be credited with 50% equally, or according to a mutually agreed upon written proportion of workload .				
2.6 Presentation of research findings or article at an academic conference				
- International	1 topic	15 points	10 points	5 points
- National	1 topic	10 points	5 points	2 points

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Detail	Units	The workload will be determined according to the selected group/category.		
		Teaching Track	General Track	Research Track
3. Research/Works Registered for Petty Patent, Patent, and Copyright, including Creative Works Recognized or Honored at National and International Levels				
3.1 Patent, Copyright - Applied for a patent or copyright	1 work	100 points	100 points	50 points
3.2 Petty Patent - Applied for a petty patent	1 work	50 points	50 points	25 points
3.3 Creative works recognized or honored at the National Level	1 work	25 points	25 points	25 points
3.4 Creative works recognized or honored at the International Level	1 work	50 points	50 points	50 points
4. Utilization of Research/Creative Works				
4.1 Utilized in teaching and learning or organizational development.	1 topic	5 points	5 points	10 points
4.2 Utilized by individuals or external organizations.	1 topic	10 points	10 points	15 points
<ul style="list-style-type: none"> For publications/presentations/patents, copyrights/awards, please use relevant documents or evidence to confirm the workload. The date (day, month, year) should be counted according to the supporting documents (Outcome-based). For creative works, use documents such as programs, websites, video clips, or various publications as evidence to confirm the workload. Patents, copyrights, and petty patents will only be considered for workload if Khon Kaen University has processed the registration of those rights or is a co-owner of the rights. 				

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2.2.2 Other Types of Academic Works.

Details	Units	Points
1. Printed Teaching Materials		
1.1 เอกสารประกอบการสอน (Teaching Publication/Teaching Supplement/Teaching Handout)	1 book	20 points
1.2 เอกสารคำสอน (Teaching Material/Instructional Document)	1 book	30 points
2. Books (including textbooks)		
2.1 Written in Thai	1 book	30 points
2.2 Written in English	1 book	50 points
3. Multimedia, tool, or invention for teaching purposes	1 item/set	30 points
<ul style="list-style-type: none"> In cases of works with multiple contributors, points will be distributed equally among each contributor, or as agreed upon in writing. In cases of revisions to the work, points will be calculated with a 0.25 multiplier for each revision. 		

Article 2.3 Academic service and cultural preservation workload is calculated as follows:

Details	Units	Points
1. The funding amount for academic service projects is 10,000 Baht per 1 point, calculated as an average based on the number of project participants.	10,000 baht	1 point
2. Academic Service Project Leader		
- For projects with funding not exceeding 50,000 Baht	1 project	5 points
- For projects with funding from 50,000 Baht and above	1 project	10 points
3. The academic service project disseminates knowledge to both internal personnel and the general public	1 topic	10 points
4. Guest Speaker Engagements		
4.1 Within the Institution	1 work	5 points
4.2 Outside the Institution	1 work	10 points
4.3 International	1 work	20 points
5. Work for an academic journal		
5.1 Editor	1 issue	20 points
5.2 Editorial Board	1 issue	10 points
6. Member of a thesis defense committee at another university		
6.1 Undergraduate	1 topic	10 points
6.2 Graduate	1 topic	20 points
7. Reviewer a book or textbook		
7.1 In Thai	1 topic	20 points
7.2 In English	1 topic	40 points
8. Reviewer of an academic or research article		
8.1 In Thai	1 topic	10 points
8.2 In English	1 topic	20 points
9. Study project coordinator		
9.1 Advisor	1 topic	20 points
9.2 Committee	1 semester	10 points
10. Advisor for internship/cooperative education	1 student	10 points

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Article 2.4 Calculation of workload for other works

Details	Units	Points
1. Student development work.		
1.1 Academic Advisor (Student Advisor), Advisor to the Student Council, Student Organization, Student Club, or Association	1 academic year	20 points
1.2 Student Advisor for project or competition participation leading to awards.		
- International-level awards	1 competition	30 points
- National-level awards	1 competition	20 points
- Awards/Honors or Commendations	1 competition	10 points
1.3 Organizing projects under the college's strategic plan for students, in collaboration between the college and <u>internal institutional units</u> .		
- Chairperson	1 project	15 points
- Vice Chairperson / Secretary	1 project	10 points
- Committee Member	1 project	5 points
1.4 Organizing projects under the college's strategic plan for students, in collaboration between the college and <u>external institutional units</u> .		
- Chairperson	1 project	30 points
- Vice Chairperson / Secretary	1 project	20 points
- Committee Member	1 project	10 points

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