

(Translation)



**Criteria and Procedure for Academic Ranking
Request for University Employees, University
Employees of (Name of
Faculty/College/Institute/Center), College
Employees with Research and Teaching Duties,
and Honorary Lecturers**

**Career Promotion
Human Resources Division**

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**Criteria and Procedure for Academic Ranking Request for University Employees,
University Employees of (Name of Faculty/College/Institute/Center), College Employees
with Research and Teaching Duties, and Honorary Lecturers**

The Academic Ranking Review Committee has formulated criteria and procedure for academic ranking appointment request for university employees, university employees (name of faculty/college/institute/center), college employees with research and teaching duties, and honorary lecturers, seeking academic ranking appointment, by considering qualifications specific to position, workload, teaching performance, academic work, and academic morals and ethics. The person requesting ranking appointment should be prepared in the following areas.

1. Study the criteria and procedure in the university's regulations and the announcements of the Academic Ranking Review Committee
2. Verification of qualifications and preparation of academic work for the requested academic ranking

Procedure for Academic Ranking Request

Request for academic ranking appointment may be made in 2 manners as follows.

1. Normal procedure. This means the qualifications of the person requesting ranking appointment meet the prescribed criteria.
2. Special procedure. This means the qualifications of the person requesting ranking appointment do not meet the prescribed criteria, e.g., insufficient duration of position holding, or requesting for a rank passing the next higher level, or change of field of the rank requested.

Appointment of Assistant Professor, Honorary Assistant Professor Positions

1. Qualifications specific to position, (the person)
 - 1.1 Must be a holder of a doctorate's degree and has been working in a position of lecturer or honorary lecturer, as the case may be, for not less than 2 years.
 - 1.2 Must be a holder of a master's degree and has been working in a position of lecturer or honorary lecturer, as the case may be, for not less than 5 years.
 - 1.3 Must be a holder of a bachelor's degree and has been working in a position of lecturer or honorary lecturer, as the case may be, for not less than 9 years.
2. Carried out the required workload with actual working hours for not less than 1,380 per year.
3. Had not less than 180 working hours of teaching in the university's programs per academic year.
4. Has "Proficient" teaching skills.
5. "Good" quality of teaching materials.
6. Possesses academic morals and ethics.

Academic Work

Normal Procedure contains 2 methods. Either request method may be made, i.e.,

Method No. 1: Academic work in 1 and 2 below may be presented, i.e.,

1. At least 2 published research works or other types of academic works in the field for which the academic ranking is requested and at least one of which has “**Good**” quality. The person making the request must be an author and the principal participant with not less than 50% participation or be the corresponding author.

Other types of academic works are, for example, invention, creative work, translation work, literature, etc., in the field for which the academic ranking is requested, the publication of which must have been made for not less than 4 months.

2. Scholarly article or learned article in the field for which the academic ranking is requested and the publication of which has been made **or** textbook composed or compiled in the field for which the academic ranking is requested and used as teaching material in the university’s program for 1 semester **or** at least 1 chapter of book with “**Good**” quality composed or compiled in the field for which the academic ranking is requested and the publication of which has been made for not less than 4 months, and the person making the request must be an author and the principal participant with not less than 50% participation or be the corresponding author.

Method No. 2: Academic work may be presented as follows:

At least 3 research articles in the field for which the academic ranking is requested already in publication, and at least 2 of which are of “**Good**” quality of which the person making the request must be an author and the principal participant with not less than 50% participation or be the corresponding author.

Special Procedure

1. Not fully qualified under No. 1 but has the other qualifications under 2 - 6.
2. Academic works are well presented under Method No. 1 or 2 with “**Very Good**” quality.

Appointment of Associate Professor, Honorary Associate Professor Positions

1. Qualifications specific to position: (The person) has been holding the position of Assistant Professor or Honorary Assistant Professor, as the case may be, and has performed in such position for a period of not less than 3 years.

2. Carried out the required workload with actual working hours for not less than 1,380 per year.

3. Had not less than 180 working hours of teaching in the university’s programs per academic year.

4. Has “Highly Proficient” teaching skills.

5. “Good” quality of teaching materials.

6. Possesses academic morals and ethics.

Academic Work must not be the same as the works used for the appointment of the position of Assistant Professor or Honorary Assistant Professor. However, there shall be presented additional academic works after the appointment of the position of Assistant Professor or Honorary Assistant Professor. The academic works shall be presented in the following manners.

Normal Procedure contains 2 methods. Either request method may be made, i.e.,

Method No. 1: Academic work in 1 and 2 below may be presented, i.e.,

1. At least 3 published research works or other types of academic works in the field for which the academic ranking is requested and at least one of which has “**Good**” quality. The person making the request must be an author and the principal participant with not less than 50% participation or be the corresponding author.

Other types of academic works are, for example, invention, creative work, translation work, literature, etc., in the field for which the academic ranking is requested, the publication of which must have been made for not less than 4 months.

2. Scholarly article or learned article in the field for which the academic ranking is requested and the publication of which has been made in international level journal as appeared in the already published database with impact factor in the field for which the academic ranking is requested **or** textbook composed or compiled in the field for which the academic ranking is requested and used as teaching material in the university’s program for 1 semester **or**

at least 1 chapter of book with “**Good**” quality composed or compiled in the field for which the academic ranking is requested and the publication of which has been made for not less than 4 months, and the person making the request must be an author and the principal participant with not less than 50% participation or be the corresponding author.

Method No. 2: Academic work may be presented as follows:

At least 5 research articles in the field for which the academic ranking is requested already in publication, and at least 3 of which are of “**Very Good**” quality of which the person making the request must be an author and the principal participant with not less than 50% participation or be the corresponding author.

Special Procedure

1. Not fully qualified under No. 1 or requests rank above the next level, or a change of specified field of the rank requested, and possesses other qualifications under 2-6.

2. Academic works are presented under Method No. 1 or 2 and with “**Very Good**” quality.

Appointment of Professor, Honorary Professor Positions

1. Qualifications specific to position: (The person) has been holding the position of Associate Professor or Honorary Associate Professor, as the case may be, and has performed in such position for a period of not less than 2 years.

2. Carried out the required workload with actual working hours for not less than 1,380 per year.

3. Had not less than 180 working hours of teaching in the university's programs per academic year.
4. Has "Expert" teaching skills.
5. Possesses academic morals and ethics

Academic Work must not be the same as the works used for the appointment of the position of Assistant Professor, Honorary Assistant Professor, Associate Professor or Honorary Associate Professor. However, there shall be presented additional academic works after the appointment of the position of Associate Professor or Honorary Associate Professor. The academic works shall be presented in the following manners.

Normal Procedure contains 2 methods. Either request method may be made, i.e.,

Method No. 1 comprises the following 1 and 2.

1. At least 5 published research works or other types of academic works in the field for which the academic ranking is requested and at least two of which were published in academic journal listed in international level database, and at least 1 of them has "**Very Good**" quality. The person making the request must be an author and the principal participant with not less than 50% participation or be the corresponding author, **or**

Research works together with academic article (scholarly article **or** learned article) published in international level journal in the database with quantitative and qualitative impact factor equivalent to research work, owned by the person making the request being the principal participant with not less than 50% participation.

Other types of academic works are, for example, invention, creative work, translation work, literature, etc., in the field for which the academic ranking is requested, the publication of which must have been made for not less than 4 months.

2. Textbook composed or compiled in the field for which the academic ranking is requested and used as teaching material in the university's program for 1 semester **or**

at least 1 chapter of book with "**Very Good**" quality composed or compiled in the field for which the academic ranking is requested and the publication of which has been made for not less than 4 months, and the person making the request must have not less than 50% participation. However, the number of pages authored by the person shall be approximately equivalent to 80 pages of a book of quarto format, or, in the case of participation, the number of pages participated shall at least be proportionately equivalent to 80 authored pages of a book of quarto format.

Method No. 2 comprises the following 1 or 2 or 3:

1. At least 5 published research works or other types of academic works in the field for which the academic ranking is requested and at least two of which were published in academic journal listed in international level database, and at least 1 of them has "**Excellent**" quality. The person making the request must be an author and the principal participant with not less than 50% participation or be the corresponding author.

2. At least 1 article of other types of academic works, for example, invention, creative work, translation work, literature, etc., in the field for which the academic ranking is requested, the publication of which must have been made for not less than 4 months with value equivalent to research work in 1. above where the person is an author and the principal participant and with participation not less than 50% or is a corresponding author.

3. Textbook composed or compiled in the field for which the academic ranking is requested and used as teaching material in the university's program for 1 semester **or** at least 1 book with “**Excellent**” quality composed or compiled in the field for which the academic ranking is requested and the publication of which has been made for not less than 4 months, and the person making the request must have not less than 50% participation. However, the number of pages authored by the person shall be approximately equivalent to 80 pages of a book of quarto format, or, in the case of participation, the number of pages participated shall at least be proportionately equivalent to 80 authored pages of a book of quarto format.

Special Procedure

1. Not fully qualified under Normal Procedure No. 1, or requests rank above the next level, or a change of specified field of the rank requested, and possesses other qualifications under 2-5.

2. Academic works are presented as under Method No. 1 only, and with “**Excellent**” quality.

Awarding Criteria

Position	Method of Request	Experts	Decisions	Quality
Assistant Professor/ Honorary Assistant Professor	Normal Procedure Method No. 1 & 2	3 persons	Majority Vote	Good
	Special Procedure Method No. 1 & 2	5 persons	4 out of 5	Very Good
Associate Professor/ Honorary Associate Professor	Normal Procedure			
	Method No. 1	3 persons	Majority Vote	Good
	Method No. 2	3 persons	Majority Vote	Very Good
Professor/ Honorary Professor	Special Procedure Method No. 1 & 2	5 persons	4 out of 5	Very Good
	Normal Procedure			
	Method No. 1	3 persons	Majority Vote	Very Good
	Method No. 2	5 persons	Majority Vote	Excellent
	Special procedure	5 persons	4 out of 5	Excellent

Teaching Evaluation Procedure

In the event the person making the request is a faculty member or a honorary lecturer of the faculty/college/institute/center, the Department Head shall verify teaching workload and teaching materials and present the same to the Head of the faculty/college/institute/center in order to form a Preliminary Teaching Evaluation Sub-committee to carry out evaluation of teaching materials produced under teaching workload for at least 1 topic used in teaching at least 1 semester, and then the teaching evaluation.

In the event the ranking request is for the Department Head, the Head of the faculty/college/institute/center shall proceed in the same manner as in the case of a faculty member or a honorary lecturer of the faculty/college/institute/center making the request.

In the event the ranking request is for the Head of the faculty/college/institute/center, the faculty/college/institute/center shall present the matter to the Academic Ranking Review Committee for the setting up of a Preliminary Teaching Evaluation Sub-committee.

The Preliminary Teaching Evaluation sub-committee comprises at least two sub-committee members as follows:

1. In the event the ranking request is for a faculty member or a honorary lecturer of the faculty/college/institute/center, the Preliminary Teaching Evaluation sub-committee shall comprise

(1) The Department Head who is the superior of the faculty member or the owner of the program to which the honorary lecturer is assigned, as Sub-committee chairperson.

(2) At least one representative of the Head of the faculty/college/institute/center involving with teaching, as a Sub-committee member

(3) Official concerned, as a Sub-committee member

2. In the event the person making the request is a faculty member of the faculty/college/institute/center and holds the position of Department Head, the Preliminary Teaching Evaluation Sub-committee shall comprise

(1) The Head of the faculty/college/institute/center, as Sub-committee chairperson

(2) At least one representative of the Head of the faculty/college/institute/center involving with teaching, as a Sub-committee member

(3) Staff concerned as a secretary

3. In the event the person making the request is a faculty member of the faculty/college/institute/center and holds the position of the Head of the faculty/college/institute/center, the composition of the Preliminary Teaching Evaluation Sub-committee shall be in accordance with the requirements set forth by the Academic Ranking Review Committee.

Decision criteria for teaching evaluation: Resolution by Majority Vote

Teaching Quality and Teaching Materials

	Assistant Professor	Associate Professor	Professor
Teaching Performance	Proficient	Highly Proficient	Expert
Teaching Materials	“Good” quality of teaching supporting materials	“Good” quality of teaching materials	

Quality of teaching performance and teaching materials that have been evaluated may be used as supporting materials for academic ranking request within the academic year the teaching evaluation has been evaluated or no earlier than 1 academic year.

(Translation)

Appointment

The appointment of academic position shall be made from the date the university has been in receipt of the matter and the appropriate appointment request form and complete academic work in full and which has already been in complete publication.

In the event of request form deficiencies or incomplete academic work or publication has not been made, the appointment shall be made from the date the university has been in receipt of the matter and the appropriate appointment request form, fully revised academic work and which has already been in complete publication.

Reconsideration of Results

In the event the results of the academic work quality scrutiny do not meet the criteria, the person requesting the appointment may submit a request for reconsideration within 90 days from the date the results are known to him/her. However, reconsideration request shall not be made more than twice and technical reasons are required to be given.

Academic Work Participation

1. The person requesting the appointment is an author and principal participant with participation not less than 50%, or is a corresponding author.

2. For research program, the person requesting appointment must be at least the principal participant in at least one of the projects (of such program) and have total quantity of work not less than 50%.

3. For continuing research program, the person requesting appointment must be the principal participant with total quantity of work not less than 50%.

Number of Documents Supporting Academic Ranking Request

Rank	GPO 03/2 (sets)	Academic work (sets)
Assistant Professor, Honorary Assistant Professor, Associate Professor, Honorary Associate Professor		
Normal Procedure	30	4
Special Procedure	30	6
Professor		
Method No. 1	30	4
Method No. 2 and special procedure	30	6

Requirements Related to Academic Work

1. Research work must have already been in publication
 - Printed in technical journal by stating printing year, number, and page number(s)
 - Printed in online journal by stating DOI number and page numbers
 - For academic rank request, academic works printed in technical journal with peer review and quality control will be considered.
 - The work printed since April 3, 2007, in case of human research or laboratory animals, a letter of certification or letter of permission allowing such research to be conducted issued by Human Research Ethical Commission or Laboratory Animals Research Ethical Commission, as the case may be. If no evidence is produced, detailed explanation must be furnished to the Academic Ranking Review on a case-by-case basis.
 - For research on corpses, a letter of certification from the faculty/college/institute/center or work unit must be produced.
 - For case report research, if only 1 case is involved, no letter of certification is required. In the event the research operation collected information from multiple case reports, evidence must be produced to the effect that permission was given to do the research.
2. Textbook must have been used in teaching for at least 1 semester which has been verified and the publication of which has been endorsed by the faculty/college/institute/center. An original of each book must also be submitted for scrutiny.
3. Book and other types of academic works must have been in publication for not less than 4 months which has been verified and endorsed by the faculty/college/institute/center. An original of each work must be submitted for scrutiny.
4. Scholarly article must have already been in publication.
5. Figures, tables, diagrams, and/or information from other sources:
 - Without modification, require permission from holders of intellectual property, i.e., publishing houses, or original author (owner of the work).
 - With modification, require no permission, a statement “modified from ...” must be provided
 - If taken from a website, and protected by copyright, require permission from holders of intellectual property
 - If the work is for sale, evidence of permission for use of figures, tables, or diagrams must be produced. For own drawing figures or tables, each of them must be identified and their sources must be clearly referred to.
6. Referencing for science and technology academic work must be made in Vancouver citation style.
7. Referencing for social science academic work must be made in American Psychological Association style.

8. The sequence order of academic works shall begin with the work of the person requesting the rank with most participation starting from current year and followed by the second and the third name in that order.

9. The order of arrangement of academic work documents

- Academic works should be arranged in the same order as the listing in GPO 03 form with conspicuous index tabs attached.

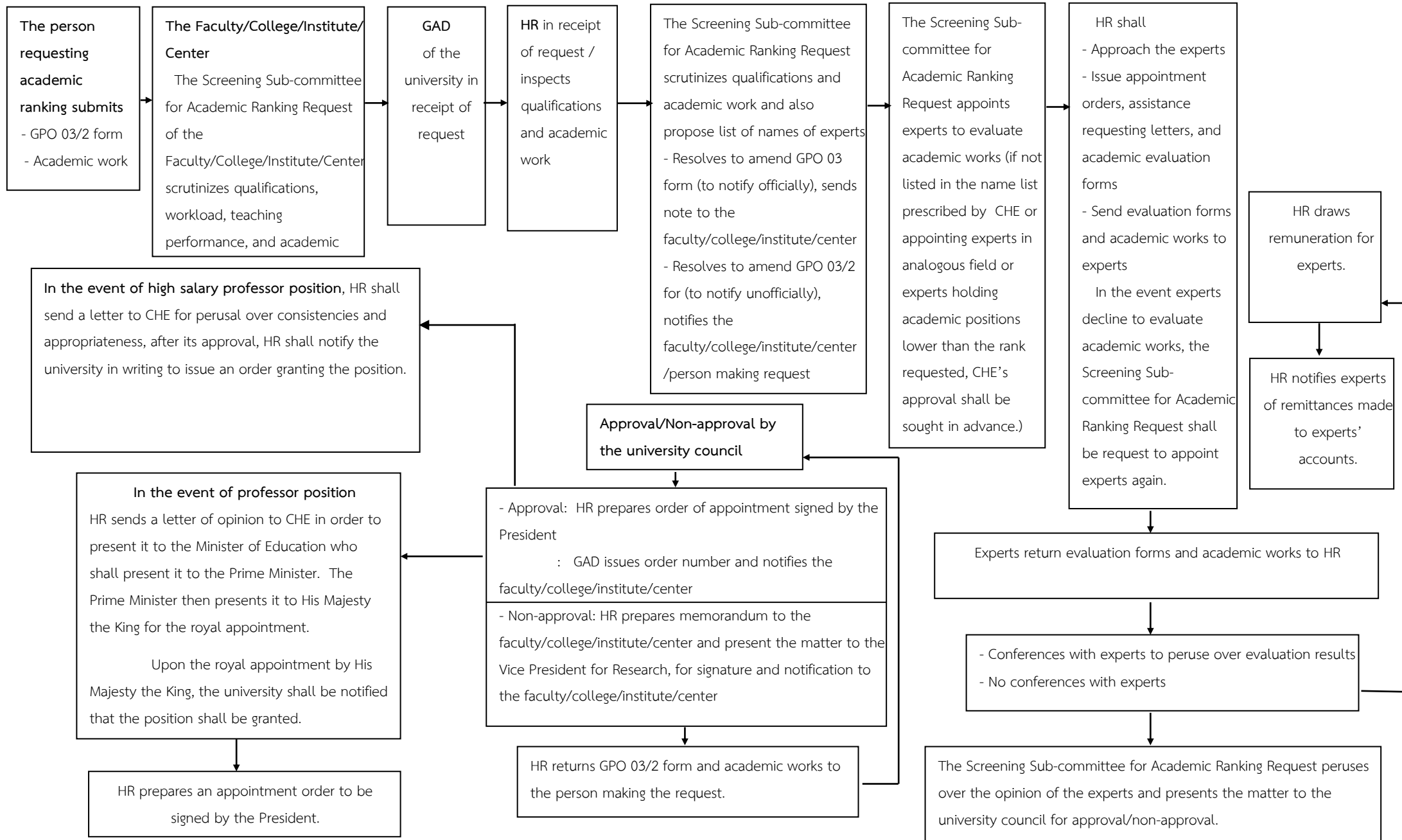
- Letter of certification of participation in academic work, letter of permission from Human Research Ethical Commission or Laboratory Animals Research Ethical Commission, as the case may be, should be placed in front of each academic work.

10. Letter of certification for participation in academic work shall be made using the designated form. If it is a copy, the person requesting the rank shall affix his/her signature certifying the copy to be a true and correct copy of the document and also the date.

11. Certificate of participation in academic work, the signatures of all participants should be on the same page as the title. In case it is not possible for the signatures and the title to be on the same page, all participants shall affix their signatures on the first page. The second page shall contain detail of responsibilities in the work of the participants and their signatures.

(Translation)

Procedure for Academic Ranking Request



Academic Ranking Request Form (GPO 03/2)

Part 1 Résumé and Academic Work

Resumé and Academic Work

Requesting appointment for the position of ___ Assistant Professor ___ Associate Professor

By ___ Normal Procedure ___ Method No. 1 ___ Method No. 2

 ___ Special Procedure ___ Method No.1 ___ Method No. 2

(University employee, University Employee (name of faculty/college/institute/center) and College Employee requesting position of Asst. Prof. and Assoc. Prof. should clearly specify requested rank.)

___ Professor by ___ Normal Procedure ___ Method No.1 ___ Method No. 2

 ___ Special Procedure

In the field of _____

Of ___ (Name Surname mentioning social status/rank) _____

Department of/Field of _____

Faculty of _____ Mahidol University

Resumé and Workload

1. Curriculum Vitae

1.1 Date of Birth _____

1.2 Age ___ years Gender ___

1.3 Higher Education (Starting from highest)

Qualifications (field) Year attained Name of Institution and Country

1.3.1 _____

1.3.2 _____

1.3.3 _____

2. Public Service Record/Work in Mahidol University

2.1 Present position _____

2.2 Appointed as lecturer on date ___ month ____ year ___

2.3 Appointed as Assistant Professor in the field of _____

On date ___ month ____ year ____

2.4 Appointed as Associate Professor in the field of _____

On date ___ month ____ year ____

Duration of service/work ___ years ___ months

(Translation)

2.5 Other current positions (specify only administrative position in work unit/organization or position of experts accepted by work unit/organization/academic circles/profession)

2.5.1 _____

2.5.2 _____

3. Retrospective workload for 3 academic years (as specified in the position standards and assigned by work unit/ head of faculty/college/institute/center)

3.1 Teaching in Mahidol University's Programs (not less than 180 working hours per year)

Program Level	Program Name	Course Name	Semester/ Academic Year	Unit Hours/Year		Working Hours/Year	
				Lecture	Practice	Lecture	Practice
.....
.....
.....

Total teaching time in 3 years is unit hours working hours.

Average teaching time is unit hours/year working hours/year

3.2 Research work (Please specify research work in progress and average time used per year.)

Year (B.E.)	Title and Role in Research Project (carried out in each calendar year)	Source of Funding	Working Hours per Year
.....
.....
.....

Total research time in 3 years is working hours.

Average research time is working hours/year.

3.3 Academic Service Work (Please specify type of activities and average time used per year.)

Year (B.E.)	Activities carried out in each calendar year	Working Hours per Year
.....
.....

Total academic service work time in 3 years is working hours

Average academic service work time is working hours per year

3.4 Student Activities (Please specify type of activities and average time used per year.)

Year (B.E.)	Activities carried out in each calendar year	Working Hours per Year
.....
.....

Total student activities time in 3 years is working hours
Average student activities time is working hours per year

3.5 Arts and Culture Fostering Work (Please specify type of activities and average time used per year.)

Year (B.E.)	Activities carried out in each calendar year	Working Hours per Year
.....
.....

Total time for Arts and Culture Fostering Work in 3 years is working hours.
Average time for Arts and Culture Fostering Work is working hours per year.

3.6 Administrative Work (Please specify works with direct responsibility and average time used per year.)

Year (B.E.)	Activities carried out in each calendar year	Working Hours per Year
.....
.....

Total time for Administrative Work in 3 years is working hours.
Average time for Administrative Work is working hours per year.

3.7 Other Works as Assigned by Work Unit/Head of Faculty/College/Institute/Center (Please specify type of work and average time used per year.)

Year (B.E.)	Activities carried out in each calendar year	Working Hours per Year
.....
.....

Total time for other works as assigned by work unit/the head of faculty/college/institute/center in 3 years is working hours.
Average time for other works as assigned by work unit/the head of faculty/college/institute/center is working hours per year.

Total workload in the period of 3 years is ... working hours (total working hours of teaching workload)

Total average workload is ... working hours per year (not less than 1,380 working hours)

**4. Academic Work presented for consideration for the appointment of the position of
..... Assistant Professor Associate Professor Professor**

(The works shall not be the same as those presented in support of own academic ranking request already awarded and which shall be additional works after the holding of such position.)

The presentation shall be written in Vancouver style for science and technology works or in American Psychological Association style for other types of work.

In case there are several participants, each participant is required to affix his/her signature certifying his/her participation in the work in the form MU 003/1 confirming such participation.

4.1 Academic Work

4.1.1 Research Work (see definition and conditions)

4.1.1.1(with ___ % of contribution)

Was this research work previously used to support the consideration for the position of _____ (specify the position requested this time)?

___ Never

___ Yes, it was used in B.E. ____, with quality level at ____

___ This research work is not part of a research dissertation.

4.1.2 Other Types of Research Work (See definition and conditions)

4.1.2.1(with ___ % of contribution)
was in publication since ... (at least 4 months before)..... and
the Committee of (specify Mahidol University/the
faculty/college/institute/center/Academic institute involving with the
subject matter academic field) has inspected and verified the publication
since date... month.....year.... (supporting evidence is required for
consideration).

Was this other type of academic work used to support the consideration for the position of _____ (specify the position requested this time)?

___ Never

___ Yes, it was used in B.E. ____, with quality level at ____

4.1.3 Textbook (See definition and conditions)

4.1.3.1(with ___ % of contribution)
was used in the teaching of Course, Course
Code for Program, since
..... (at least 1 semester before) with printed copies and
the Committee of (specify Mahidol University/the
faculty/college/institute/center/Academic institute involving with the
subject matter academic field) has inspected and verified the publication
since date... month.....year.... (supporting evidence is required for
consideration).

Was this textbook used to support the consideration for the position
of _____ (specify the position requested this time)?

___ Never

___ Yes, it was used in B.E. ____, with quality level at ____

4.1.4 Book (See definition and conditions)

4.1.4.1(with ___ % of contribution)
was in publication since (at least 4 months before) with
..... printed copies and the Committee of (specify Mahidol
University/the faculty/college/institute/center/Academic institute involving
with the subject matter academic field) has inspected and verified the
publication since date... month.....year.... (supporting evidence is
required for consideration).

Was this book used to support the consideration for the position of
_____ (specify the position requested this time)?

___ Never

___ Yes, it was used in B.E. ____, with quality level at ____

4.1.5 Scholarly Article (See definition and conditions)

4.1.5.1(with ___ % of contribution).

Was this work used to support the consideration for the position of
_____ (specify the position requested this time)?

___ Never

___ Yes, it was used in B.E. ____, with quality level at ____

5. (All) Academic Works that had been presented in support of the consideration for Academic Ranking Request

(The presentation shall be written in Vancouver style for science and technology works or in American Psychological Association style for works in other fields.)

5.1 Academic works that had been presented in support of Assistant Professor Ranking Request

5.1.1 Research works

5.1.1.1

5.1.1.2

5.1.2 Other types of Academic Works

5.1.2.1

5.1.2.2

5.1.3 Textbooks

5.1.3.1

5.1.3.2

5.1.4 Books

5.1.4.1

5.1.4.2

5.1.5 Scholarly articles

5.1.5.1

5.1.5.2

5.2 Academic works that had been presented in support of Associate Professor Ranking Request

5.2.1 Research works

5.2.1.1

5.2.1.2

5.2.2 Other types of Academic Works

5.2.2.1

5.2.2.2

5.2.3 Textbooks

5.2.3.1

5.2.3.2

5.2.4 Books

5.2.4.1

5.2.4.2

5.2.5 Scholarly articles

5.2.5.1

5.2.5.2

6. Teaching Materials presented in support of Ranking Request for

..... Assistant Professor Associate Professor

6.1 Teaching Materials (only for Ranking Request for Assistant Professor – see definition and conditions)

6.1.1 Title Course name.....
Course Code
Program for students at level of year,
used as teaching materials since semester, Academic year of B.E.
..... (percentage of contribution)

6.2 Lecture Notes (only for Ranking Request for Associate Professor – see definition and conditions)

6.2.1 Title.....CourseCourse Code
Program for students at level of year,
used as teaching materials since semester, Academic year of B.E.
..... (percentage of contribution)

I, (name, surname) hereby certify that the above statement is true and correct in every respect, and acknowledge that if it is found that I have acted in bad faith in stating the qualifications specific to the position, or falsified the amount of my contribution, or plagiarized work of others, or claimed work of others, even in part, as my own, or illegally infringed intellectual property be it an academic work or teaching evaluation supporting documents, I will unconditionally accept penalties under Mahidol University Regulations. I also

..... wish to know the names of the experts who evaluate the academic works, the academic morals and ethics. I acknowledge that the disclosure of names shall require prior consent from them and that the appointment of experts who evaluate academic works and academic morals and ethics shall only be made by those who consent to disclosure of names.

..... do not wish to know the names of experts who evaluate academic works and academic morals and ethics and shall not in any event demand the disclosure of names of the experts. I hereby waive the right to make such demands in every respect.

Sign Owner of GPO 03/2
(.....)

Position

Date Month Year

Part 2 Form for Evaluation of Qualifications by Supervisor

Evaluation form for the position of ___ Assistant Professor ___ Associate Professor

By ___ Normal Procedure ___ Method No. 1 ___ Method No. 2

___ Special Procedure ___ Method No.1 ___ Method No. 2

___ Professor by ___ Normal Procedure ___ Method No.1 ___ Method No. 2

___ Special Procedure

In the field of _____

Name _____

Department of/Field of _____

Faculty of _____ Mahidol University

Supervisor at the level of Department Head or Equivalent

I, _____

Position: _____

have examined the qualifications specific to position of ___ Assistant Professor ___ Associate Professor ___ Professor, and am of the opinion that (name of person making request)

1. is ___ fully qualified ___ not fully qualified for the rank requested for appointment as required by the criteria;
2. has fully carried out workload as specified by the standards for the position with not less than 1,380 working hours per year and with not less than 180 working hours for teaching workload;
3. has morally and ethically followed the teacher's code of conduct;
4. the appointment request form and academic works presented are appropriate.

Sign

(.....)

Position

Date Month Year

Opinion of Supervisor at the Level of Faculty/College/Institute/Center Head of Equivalent

I, _____

Position: _____

have examined the appointment request form and the academic works and the preliminary teaching evaluation, __ (name of person making request) __ has the following levels of teaching performance

1. Teaching at the level of ____ less than expert, ____ proficient, ____ highly proficient, ____ expert

2. Teaching materials

Quantity ____ meets the criteria, ____ does not meet the criteria

Quality ____ less than Good, ____ Good, ____ Very Good, ____ Excellent

I am of the opinion that __ (name of person making request) __ qualifies __ does not qualify for the appointment for the position of __ Assistant Professor, __ Associate Professor, __ Professor, and that further action should be taken by the Academic Ranking Review Committee of Mahidol University.

Sign

(.....)

Position

Date Month Year

(Translation)

Part 3 Teaching Evaluation Form (In the event a Sub-committee for Teaching Evaluation is formed.)

The Sub-committee for Teaching Evaluation, Mahidol University, as authorized by the Academic Ranking Review Committee, Mahidol University, in its Meeting No. __/__ on date __ month __ year __, has evaluated the teaching performance of _____ and is of the opinion that the said person has (proficient/highly proficient/expert) teaching skills, and that teaching materials (meet/do not meet) the specified criteria and procedure.

Sign

(.....)

Position: Chairperson of the Teaching Evaluation Sub-committee

Date Month Year

Part 4 Academic Work Evaluation

Section 1 Consideration by Experts for the Evaluation of Academic Work and Academic Morals and Ethics

The Committee of Experts for the Evaluation of Academic Work and Academic Morals and Ethics in the field of _____, in its meeting No. __/__, on _____, altogether __ times, has evaluated the academic work of Mr/Mrs/Miss _____ who has requested for the ranking of (Assistant Professor/Associate Professor/Professor) _____ in the field of _____, and is of the opinion that

1. Out of __ research articles, the quality of __ titles of research articles (does/does not) meet the criteria set forth by the CHE/Academic Ranking Review Committee, as follows:

1.1 _____, the requester's contribution is __ % and the quality is at _____ level.

1.2 _____, the requester's contribution is __ % and the quality is at _____ level.

2. Other types of Academic Work, out of __ items, the quality of __ items of the work (does/does not) meet the criteria set forth by the CHE/Academic Ranking Review, as follows:

2.1 _____, the requester's contribution is __ % and the quality is at _____ level.

2.2 _____, the requester's contribution is __ % and the quality is at _____ level.

3. The quality of __ chapters or textbooks (does/does not) meet the criteria set forth by the CHE/Academic Ranking Review Committee, as follows:

3.1 _____, the requester's contribution is __ % and the quality is at _____ level.

3.2 _____, the requester's contribution is __ % and the quality is at _____ level.

4. The quality of __ chapters or books (does/does not) meet the criteria set forth by the CHE/Academic Ranking Review Committee, as follows:

4.1 _____, the requester's contribution is __ % and the quality is at _____ level.

4.2 _____, the requester's contribution is __ % and the quality is at _____ level.

5. The quality of __ scholarly articles (does/does not) meet the criteria set forth by the CHE/Academic Ranking Review Committee, as follows:

5.1 _____, the requester's contribution is __ % and the quality is at _____ level.

5.2 _____, the requester's contribution is __ % and the quality is at _____ level.

(Translation)

Conclusion of Academic Ranking Review (comprises the essence, the outcome, the usage of the work, and how does it reflect his/her expertise).

Sign _____

(_____)

The Chairperson of the Committee of Experts
for the Evaluation of Academic Work and Academic Morals and Ethics

Date __ Month _____ Year_____

Section 2 The Consideration of the Academic Ranking Review Committee

The Academic Ranking Review Committee of Mahidol University, in the meeting No. __/__/__ on (date) _____, has considered the academic work evaluation of Mr/Mrs/Miss _____ as presented to it by the Committee of Experts for the Evaluation of Academic Work and Academic Morals and Ethics, and is of the opinion that the quality of the (research work/other type of academic work/textbook/book/scholarly article) (meets/does not meet) the criteria set forth by the CHE/the Academic Ranking Review Committee, and being the person with academic morals and ethics in accordance with the criteria set forth by the Academic Ranking Review Committee, it is therefore expedient/inexpedient to designate the rank of Mr/Mrs/Miss _____ as (Assistant Professor/Associate Professor/Professor) in the field of _____ and present the matter to the meeting of the Council of Mahidol University for further approval.

Sign _____
(_____)

The Chairperson of/the Secretary to the
Academic Ranking Review Committee
Mahidol University

Date __ Month _____ Year _____

Part 5 Resolution of the Meeting of the Council of Mahidol University

After deliberation, the Council of Mahidol University, in its meeting No. ____/____ on date _____ has resolved to (give approval/not give approval to)

1. Appoint Mr/Mrs/Miss _____ to hold the position of (Assistant Professor/Associate Professor/Professor) in the field of _____ from date _____

2. (For the position of Assistant Professor/Associate Professor) The President shall issue an order appointing the person mentioned in 1. above

(For the position of Professor) The matter shall be presented to CHE in order to present the same to the Minister of Education which shall then be presented to the Prime Minister who will present it to His Majesty the King for the royal appointment of Mr/Mrs/Miss _____ to hold the position of Professor in the field of _____ from date _____. The copy of the order appointing the Committee of Experts for the Evaluation of Academic Work and Academic Morals and Ethics, Academic Work Evaluation results, Academic Work, and Appointment proposing form, shall also be dispatched.

Sign _____
(_____)

The Chairperson of/the Secretary to the
Council of Mahidol University

Date __ Month _____ Year _____

Suggestions for Filling out GPO 03/2

GPO 03/2 is the resume' and academic work form used for academic ranking request, i.e., academic ranking of Assistant Professor, Honorary Assistant Professor, Associate Professor, Honorary Associate Professor, Professor, and Honorary Professor. The requester should clearly mention the field in which the request ranking is desired, especially university employees, university employees (name of faculty/college/institute/center), college employees who request the ranking of Assistant Professor and Associate Professor, the method and procedure of request should also be clearly stated.

Part 1 Résumé and Academic Work

1. Curriculum Vitae

State name and surname, and order of precedence or rank, if any, should be included, otherwise, indicate Mr., Mrs., or Miss; date of birth, age, gender, higher education attained (listing from higher to lower). Mistakes often found at this field are errors in statement of academic degrees and care should be taken in writing them out, for instance, certification of knowledge and skills in medical profession in the field of, letter of approval on knowledge and skills in medical profession in the field of

2. History of Public Service/Work in Mahidol University

State the information on history of public service/work for each position appointed up to the position currently held. Computation of service duration is made from the date of first placement regardless of position and work unit up to the date of rank request.

In the event the requester's first placement of public service/work in positions other than the position of lecturer or being transferred or relocated from other agency, state the position, dependency, and date of the first placement, or details relating to position, dependency, and date of transfer or relocation, for instance,

- 2.1 Present position: Associate Professor
- 2.2 Placement for public service in the position of Scientist 4, Department of Medical Sciences, Ministry of Public Health, on April 1, B.E. 2530
- 2.3 Transfer to public service in the position of Physician 5, Siriraj Hospital, Faculty of Medicine, Siriraj Hospital, on October 2, B.E. 2537
- 2.4 Relocate to take up the position of Lecturer 6, Department of Medicine, Faculty of Medicine, Siriraj Hospital, on August 26, B.E. 2542
- 2.5 Appointment for Assistant Professor in the field of Medicine, on August 26, B.E. 2544
- 2.6 Appointment for Associate Professor in the field of Medicine, on August 26, B.E. 2549

Public Service/Work duration: 21 years and 5 months

Other positions mean administrative positions appointed by government agency, e.g., Mahidol University, extra-university government agency, or expert positions acknowledged by work unit/organization/academic circles/professions, (no appointment order attachment is required). However, the following positions are not included:

1. *Ad hoc* committee such as interview committee
2. Committee involving in the arrangement of teaching and learning activities which are already the duty of a lecturer, e.g., the examination supervising committee, examination question formulating committee, dissertation advising committee, etc.

3. Retrospective workload for 3 academic years

The actual workload carried out according to the standards of the position assigned by the work faculty/college/institute/center head/the head of faculty/college/institute/center excluding period of time for leaves for further study or training, within and without the Kingdom. Workload should be retrospectively stated 3 academic years (from current academic year). If, during that period of time, leaves for further study or training were granted, workload of the year prior to the leaves should be stated to make a total of 3 academic years. A note should be added to indicate the duration of such leaves as to from when to when.

3.1 Teaching work in Mahidol University (not less than 180 hours per academic year)

Categorize into undergraduate or graduate studies (teaching at lower than undergraduate level should be under Academic Services heading), name of program such as Bachelor of Science, M.D., course name such as Medicine (SIID 401), which semester the course was launched, in which academic year, unit hours per year, working hours per year, state only Mahidol University's permanent program, or supplementary institution approved by the Council of Mahidol University only. In case of other university's program, it should be stated under Academic Services heading stating the name of the university and program name for such teaching work.

3.1.1 Listing of education and programs should be made in the following order

- Undergraduate, Graduate Studies, and post diploma studies (all other certificates)
- Within the same level of education, sort out the program names of the faculty to which the requester is attached before the program names of other faculties in Mahidol University. Program names within the same faculty should be sorted out alphabetically.

3.1.2 Detail description of each course shall be as specified in the registration manual

- Course Name: state the course name followed by course code in parentheses such as Pathology (SIPA 311). If course title is in Thai, course code number should be Thai. If it is in English, course code number should be in Arabic.
- Course taught in semester/academic year: state the semester number/the academic year number the course was taught, for example, 1/2551 means the course was taught in the 1st semester of the academic year of 2551, or 1-2/2551 means it was taught in the 1st and the 2nd semesters of the academic year of 2551.

Meaning related to teaching

“Unit hour” means actual teaching hours according to teaching schedule.

“Teaching Working Hour” means actual teaching hours according to teaching schedule plus teaching preparation hours and other processes related to teaching and learning based on actual working hours but not in excess of the limit specified by the university for various levels of teaching and learning.

For repetitive teaching for small groups, teaching preparation shall be computed only once.

“Lecture session” means teaching in a classroom via lecturing, seminar, or discussion

“Practice session” means teaching by practicing or experimenting in an academic institution

“Ph D Type 1” means study plan focusing on research with only dissertation

“Ph D Type 2” means study plan focusing on research with dissertation and coursework.

“Master’s – Plan A” means study plan focusing on research with dissertation with or without coursework.

“Master’s – Plan B” means study plan focusing coursework without dissertation but requires Independent Study.

For knowledge and skill certificate programs in all branches of medicine, as teaching and learning thereof do not fall in a semester, information for “Course taught in semester/academic year” should be stated as “throughout the year” and number of working hours for that academic year only. The research supervision of resident doctor hours shall be computed on actual working hours.

Teaching workload computation

1. Lecture session
 - 1.1 Bachelor’s degree level and Diploma level
 - (1) For Diploma level, 1 unit hour is equal to 2 working hours
 - (2) For Bachelor’s degree level, 1 unit hour is equal to 3 working hours
 - 1.2 Higher than Bachelor’s degree level and graduate studies level, 1 unit hour is equal to 4 working hours.
2. Practice session
 - 2.1 Bachelor’s degree level and Diploma level, 1 unit hour is equal to 1.5 working hours
 - 2.2 Higher than Bachelor’s degree level and graduate studies level, 1 unit hour is equal to 4 working hours.
3. Field activity supervision of all level of studies 1 unit hour is equal to 1 working hour.
4. The supervision of dissertation, thesis, thematic paper, or project
 - 4.1 Ph D Dissertation Type 1
 - (1) Dissertation Supervision Committee Chairperson or Dissertation Major Advisor is computed as equivalent to 5 working hours of teaching workload per week per one student.

- (2) Dissertation co-advisor is computed as equivalent to 1.5 working hours per week per one student.

4.2 Ph D Dissertation Type 2

- (1) Dissertation Supervision Committee Chairperson or Dissertation Major Advisor is computed as equivalent to 4 working hours of teaching workload per week per one student.
- (2) Dissertation co-advisor is computed as equivalent to 1.5 working hours per week per one student.

4.3 Master's Thesis – Plan A

- (1) Dissertation Supervision Committee Chairperson or Dissertation Major Advisor is computed as equivalent to 3 working hours of teaching workload per week per one student.
- (2) Dissertation co-advisor is computed as equivalent to 1 working hour per week per one student.

4.4 Master's Thematic Paper – Plan B

- (1) Thesis Supervision Committee Chairperson or Thesis Major Advisor is computed as equivalent to 1 working hour of teaching workload per week per one student.
- (2) Thesis co-advisor is computed as equivalent to 0.25 working hour per week per one student.

4.5 Bachelor's Degree Project

- (1) Bachelor's Degree project supervising lecturer is computed as equivalent to 1 working hour of teaching workload per week per one student.
- (2) Bachelor's Degree project co-advisor lecturer is computed as equivalent to 0.25 working hour of teaching workload per week per one student.

3.2 Research Works (specify for each calendar year)

Systematic research and studies with clear objectives and appropriate research methodology obtains information, principles, or conclusions to achieve academic advances or to facilitate their application. The research work presented by the requester as workload could have been his/her responsibility as a project leader or participant. It is therefore required that the research work title should be mentioned including the role as a project leader or a participant, source of funding, research hours each year and working hours computation on actual operation time.

3.3 Academic Services (specify for each calendar year)

Academic services workload in addition to teaching is in the nature of service rendering, promoting, disseminating, and application of knowledge and academic skills beneficial to groups of people, communities and society. It may be clinical services such as patient examination, etc., being a speaker, a dissertation proposal examining committee member, a dissertation examining committee member, an expert making assessment on research tool, an expert following up on research results, an examiner of academic work,

community services, a journal editor, project task force, other academic services, an honorary lecturer outside Mahidol University, an advising lecturer outside Mahidol University, a committee member supervising dissertation outside Mahidol University etc.

Academic services requires description of type of activities, number of hours performed each week, and total number of hours performed in a year by categorizing the academic services as follows:

3.3.1 Routine academic services such as patient examination, operation, anesthetic service, blood examination, a committee member supervising dissertation outside Mahidol University etc., and working hours computation made on actual operation time.

3.3.2 From time to time academic services such as being a chairperson in academic conferences, a discussion leader, a speaker in professional association gatherings, international organizations, a committee member supervising examination, a committee member for interview, program committee member outside Mahidol University, etc. Activity topics shall be listed as to when and where they took place and working hours computation made on actual operation time.

3.4 Works concerning Student Activities

Works that relate to student activities, participation of students in activities, activities of various student clubs, and being an advisor. Work with direct responsibility shall be specified in yearly workload and working hours computation made on actual operation time.

3.5 Arts and Culture Fostering Work

Arts and culture fostering work relate to conservation of arts and culture, value, norm creation, arts and culture, development of arts and culture and religion including the arrangement and development of social orders, enhancement of quality of life, ceremonies, Buddhism religious days such as Makapucha, Asanhapucha, Buddhist Lent, *Loy Krathong* day, New Year's day, etc. Annual workload shall be stated and working hours computation made on actual operation time.

3.6 Administrative Work

Administrative positions are, e.g., Dean, Deputy-Dean, Department Head, Deputy-department Head, Assistant Dean, Program Chairperson, Program Secretary, etc. Work with direct responsibility shall be specified in yearly workload and working hours computation made on actual operation time.

3.7 Other Works as Assigned by Head of Work Unit/Head of Faculty/College/Institute/Center

Other works assigned by head of work unit/head of faculty/college/institute/center to be carried out or special activities calling for responsibility. Workload shall be specified by year and working hours computation made on actual operation time.

Total workload computed from workloads of teaching, research, academic services, student activities, arts and culture fostering, administration, and other assigned works, which shall not be less than an average of 1,380 working hours annually.

4. Academic Works Presented in Support of Ranking Review

1. The works shall not be the same as those used for previous ranking review for that person and there shall be additional works after the appointment of the position.

2. The works sent to experts for evaluation may not all be returned. Works presented by copies shall bear the requester's signature certifying the copies are true and correct together with the date of signing.

4.1 Academic Works

If the works once used for review are used again, the time when it was used and at what quality must be stated.

4.1.1 Research Works

The works should be stated in the manner specified in the above directions comprising information in the following order

Name(s) of participant(s), title, name of journal B.E. (A.D.), __ year, first page – last page, and percentage of contribution including impact factor (if any). It should also be stated that this research was not a part of a dissertation, and whether or not it was once used for the same ranking review as requested by the same requester.

4.1.2 Other types of Academic Works

The work should be stated in the manner specified in the above directions comprising information in the following order

Name(s) of participant(s), title, name of journal B.E. (A.D.), __ year, first page – last page, and percentage of contribution. The work must have been in publication at least not less than 4 months. The information must state that as to when the Committee of the faculty/college/institute/center/Academic institution related to the field for which the ranking is being reviewed, has inspected and verified the publication. It should also state that whether or not it was once used for the same ranking review as requested by the same requester.

4.1.3 Textbook

In case the requester wrote 1 chapter from 1 textbook

The work should be stated in the manner specified in the above directions comprising information in the following order

Name of author, chapter title, name of editor, name of textbook, city of printing, place of printing, year of printing, first page – last page, and percentage of contribution

In case the requester wrote more than 1 chapter from 1 textbook

The work should be specified as follows

Name of textbook (total ... chapters, total number of pages)

1. Specify the chapter title in the manner specified in the above directions only for the first chapter and percentage of contribution. For the next chapter in the same textbook, specify as follows:

2. Name of author, chapter title in the same textbook, first page – last page (percentage of contribution)

In case the requester wrote the whole textbook

The work should be stated in the manner specified in the above directions.

However, the textbook presented for ranking review must have been used in support of teaching and learning for at least 1 academic semester and the information must show that in which course it was used, with what course code, and in which program, since when, and the number of copies printed, and since when did the Committee of the faculty/college/institute/center/Academic institution related to the field for which the ranking is being reviewed, has inspected and verified the publication. The information should show that whether or not it was once used for the same ranking review as requested by the same requester.

4.1.4 Books

In case the requester wrote 1 chapter from 1 book

The work should be stated in the manner specified in the above directions comprising information in the following order

Name of author, chapter title, name of editor, book name, city of printing, place of printing, year of printing, first page – last page, and percentage of contribution

In case the requester wrote more than 1 chapter from 1 book

The work should be described as follows

Book name (total ... chapters, total number of pages)

1. Specify the chapters in the manner specified in the above directions only for the first chapter and percentage of contribution. For the next chapter in the same book, specify as follows:

2. Name of author, chapter title in the same book, first page – last page (percentage of contribution)

In case the requester wrote the whole book

The work should be stated in the manner specified in the above directions.

However, the work must have been in publication not less than 4 months. The information must state that as to when the Committee of the faculty/college/institute/center/Academic institution related to the field for which the ranking is being reviewed, has inspected and verified the publication. It should also state that whether or not it was once used for the same ranking review as requested by the same requester.

4.1.5 Scholarly Articles

The work should be stated in the manner specified in the above directions comprising information in the following order.

Name of author, title, name of editor, book title, city of printing, place of printing, year of printing, first page – last page, and percentage of contribution.

It should also state that whether or not it was once used for the same ranking review as requested by the same requester.

5. (All) Academic Works that had been presented in support of the consideration for Academic Ranking Request

5.1 Academic works that had been presented in support of Assistant Professor Ranking Request

Mention all academic works that had been presented in support of Assistant Professor Ranking Request

5.1.1 Research works

Writing pattern is the same as the writing of 4.1.1 but no mention of whether or not it was once used for ranking review.

5.1.2 Other types of Academic Works

Writing pattern is the same as the writing of 4.1.2 but no mention of whether or not it was once used for ranking review.

5.1.3 Textbooks

Writing pattern is the same as the writing of 4.1.3 but no mention of whether or not it was once used for ranking review.

5.1.4 Books

Writing pattern is the same as the writing of 4.1.4 but no mention of whether or not it was once used for ranking review.

5.1.5 Scholarly articles

Writing pattern is the same as the writing of 4.1.5 but no mention of whether or not it was once used for ranking review.

5.2 Academic works that had been presented in support of Associate Professor Ranking Request

Mention all academic works that had been presented in support of Associate Professor Ranking Request

5.2.1 Research works

Writing pattern is the same as the writing of 4.1.1 but no mention of whether or not it was once used for ranking review.

5.2.2 Other types of Academic Works

Writing pattern is the same as the writing of 4.1.2 but no mention of whether or not it was once used for ranking review.

5.2.3 Textbooks

Writing pattern is the same as the writing of 4.1.3 but no mention of whether or not it was once used for ranking review.

5.2.4 Books

Writing pattern is the same as the writing of 4.1.4 but no mention of whether or not it was once used for ranking review.

6. Teaching Materials presented in support of Ranking Request

6.1 Teaching Supporting Documents (only for Ranking Request for Assistant Professor) provide information as required in the Form.

6.2 Complete Written Lectures (only for Ranking Request for Associate Professor) provide information as required in the Form.

After filling out is complete, the requester is required to affix his/her signature and to indicate whether he/she wishes to know the names of the Committee of Experts.

Part 2 Form for Evaluation of Qualifications by Supervisor

- **Supervisor at the level of Department Head or Equivalent** affixes signature to certify and verify whether the requester is fully qualified, whether the requester has fully carried out workload for not less than 1,380 working hours per year, whether the requester has morally and ethically followed the code of conduct, whether the appointment request form and academic works presented are appropriate. The date on which the signature of the supervisor at the level of department head or equivalent was affixed must be the same as the date on which the signature of the requester was fixed or later than that, as it actually happened.

- **Opinion of the supervisor at the level of Department Head or Equivalent** affixing signature certifying whether the requester is or is not qualified for the academic rank, preliminary teaching evaluation, whether teaching and teaching materials meet the specified criteria. The date on which the signature of the supervisor at the level of department head or equivalent was affixed must be the same as the date on which the signature of the requester was fixed or later than that, as it actually happened.

Notes on frequently made mistakes which should be carefully checked out:

1. Degrees conferred: official degree titles should be used
2. Public service background: state date of appointment and the field for which the rank was awarded
3. Retrospective workload for 3 years: requires accuracy in computation of number of hours. Names of activities must be stated correspondingly with workload headings.
4. Categorize academic works according to their definitions
5. Appropriate listing of bibliography
6. Sorting of academic work documents
 - It should be in the same sequence as workload headings in GPO 03/2 Form
 - It should start from the works in which the list of authors begin with the requester's name and with the most contribution beginning with current year, then followed by the works in which the list of authors contain the requester's name as second on the list and third on the list, respectively.
7. MU 003/1 of contribution in academic works. In case of a duplicate, the requester is required to affix his/her signature certifying true and correct copy together with the date of signing.
8. Indicate page number on every page of supporting documents.

A Form Exhibiting Evidence of Contribution in Academic Works (MU 003/1)

Type of Academic Work ... Research Work ... Textbook ... Book ... Scholarly Article
... Other types of Academic Work (... Invention ... Creation ... Translation of Literature
... Others, please specify)

No. ...

Subject ...

Name (Name Surname of the Requester)

For the position of in the field of

Publication (written in Vancouver style for science and technology works or
American Psychological Association style of works in other fields)

Number of Contributors ... persons with the following contribution (state the principal
contributor)

Name Percentage of work Responsibility

Name Percentage of work Responsibility

Name Percentage of work Responsibility

Name Percentage of work Responsibility

Name Percentage of work Responsibility

Name Percentage of work Responsibility

Name Percentage of work Responsibility

Name Percentage of work Responsibility

Remarks:

.....
.....
.....

Certified to be true and correct statement

1. Sign

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Date: Month: Year:

5. Sign

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Date: Month: Year:

2. Sign

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Date: Month: Year:

6. Sign

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Date: Month: Year:

3. Sign

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Date: Month: Year:

7. Sign

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Date: Month: Year:

4. Sign

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Date: Month: Year:

8. Sign

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Date: Month: Year:

Definition, Format, Publication, and Required Quality Level of Teaching Materials

Teaching materials comprise

1. Teaching supporting documents

Definition These are academic works used to support teaching of any course in a university's program systematically reflecting the course contents and teaching procedure. These are important tools of teachers for use in teaching.

Format as documents or other media related to the course one teaches comprising

- Lesson Plan with the following details
 1. Subject title taught during that period
 2. Name of teacher, educational qualifications, academic ranking, and communication channel
 3. Course Name and Course Code
 4. Program name
 5. Date and time of teaching
 6. Study objectives (behavioral aspects) of the subject taught during that period
 7. Brief contents of subject taught
 8. Arrangement of learning experience
 9. Learning media
 10. Learning evaluation, e.g., indicator, criteria, procedure
 11. Dates if amendment, if any, must be stated.
- Lecture topics with reasonable amount of detail
- The following could be added, e.g., article titles, books for further reading, abstract compilations, related documents, charts, tapes, or slides.

Publication may be in the form of books or bound photocopies or other types of media such as CD ROMs used to support teaching of a course in a program of the university.

2. Complete written lectures

Definition: These are academic works used to support teaching of any course in a university's program systematically reflecting the course contents and teaching procedure. These may have been developed from documents supporting teaching which could be more complete than the teaching support documents. They are important tools for learners for self-study or course supplements.

Format in the form of a book or other types of media related to the course one teaches comprising

- Lesson Plan with the following details
 1. Subject title taught during that period

(Translation)

2. Name of teacher, educational qualifications, academic ranking, and communication channel
3. Course Name and Course Code
4. Program name
5. Date and time of teaching
6. Study objectives (behavioral aspects) of the subject taught during that period
7. Brief contents of subject taught
8. Arrangement of learning experience
9. Learning media
10. Learning evaluation, e.g., indicator, criteria, procedure
11. Dates if amendment, if any, must be stated.

- Lecture topics with reasonable amount of detail
- Article titles, books for further reading and/or abstract compilations of related documents and/or charts and/or tapes and/or slides, or case studies use as picture captions
- Practicing exercises
- References to amplify sources and essence of information
- Up-to-date bibliography

Publication may be in the form of books or bound photocopies or other types of media to evidence usage as “lecture notes” for learners of the course.

Quality Criteria of Teaching Materials

Lower than Good means lower than Good level.

Good means complete and appropriate (at a Good level) lesson plan with complete other elements as required in Format, accurate and up-to-date contents and acceptable in academic circles, systematically presented, easy to understand, grammatically correct language usage.

Very Good the same criteria as Good with knowledge application suitable to Thai society and with recommendations suggesting further knowledge acquiring.

Improvement needed means the quality does not meet quality criteria for the requested appointment of the position. However, if improvement is made in accordance with the suggestions given by the evaluation committee, the quality could meet the requirements for the requested position.

Indices and Criteria for Teaching Quality

Indices

1. Systematic planning to reach desired goals
2. Able to teach learners to think, analyze, and make comments
3. Able to use various teaching techniques to attract learners' attention all the time, e.g., using simple language, giving examples and past experience, asking clear questions to induce learners' thoughts*
4. Able to guide learners' view to see relationship between the course and other related subjects
5. Able to introduce learners to information resources for further studies*
6. Able to arrange appropriate events for exchange of view or experience among learners*
7. Able to competently use teaching media and supporting equipment*
8. Able to evaluate knowledge and understandings of learners in the course taught by showing appropriate evaluation procedure towards the goals mentioned in lesson plan
9. Able to develop a lesson plan under clause 1
10. Be a good moral and ethical example*

*Use comments of students.

Quality Criteria

Less than Expert: Teaching quality not reaching expert level

Proficient: Complete and accurate lesson plans available, efficiently provide learning and teaching according to plan, able to construct students' learning evaluation tools in accordance with evaluation principle, being punctual, responsible, polite personality and utterance, pleasantly dressed

Highly Proficient: Complete and accurate lesson plans available, efficiently provide learning and teaching according to plan, able to teach learners to think, analyze, and synthesize, highly efficient in using various teaching techniques, able to construct students' learning evaluation tools in accordance with evaluation principle with suitable adaptation, always keep lesson plan up-to-date, being punctual, responsible, polite personality and utterance, pleasantly dressed

Expert: Complete and accurate lesson plans available, efficiently provide learning and teaching according to plan, skillful in learning management with learners' participation, able to teach learners to think, analyze and synthesize, highly efficient in using various teaching techniques, able to construct high quality students' learning evaluation tools, able to evaluate evaluation tools with suitable adaptation, always keep lesson plan up-to-date, being punctual, responsible, polite personality and utterance, pleasantly dressed

Improvement needed means the teaching quality does not meet quality criteria for the requested appointment of the position. However, if improvement is made in accordance with the suggestions given by the evaluation committee, the quality could meet the requirements for the requested position.

Definition, Format, Publication, and Required Quality Level of Academic Work

Scholarly Articles

Definition This means academic writing with issue fixed clearly for explanation or analysis and the results of which can be academically concluded. They can be knowledge from various sources compiled for systematic analysis including the academic views of the author.

Format Not too long article, comprising

- Introduction to rationale or origin of the issue to explain or analyze
- Explanatory or analytical process
- Conclusions
- Full and complete references and bibliography

Publication can be made in any of the following forms:

1. As a scholarly article in an academic journal which can be in the form of a book, printed matter, or electronic media with definite publication schedule
2. As a part in a book of a compilation in other form evaluated by editorial staff with quality inspection over other articles in such book
3. As a part in the proceedings of academic conferences at national or international level evaluated by editorial staff with quality control over other articles presented

With such above mentioned publication and the quality of the “scholarly article” evaluated, any amendments or additions made to such “scholarly article” will prohibit such “scholarly article” from being qualified to be presented for ranking request and also from quality re-evaluation.

Quality Criteria

Lower than Good means lower than Good level.

Good means a scholarly article with accurate, complete, up-to-date academic contents, having clear concept and presentation, which is useful to academic circles.

Very Good the same criteria as Good with the following additional requirements:

1. Presentation of knowledge with analysis or up-to-date procedure towards academic circles and being useful to academic circles
2. Useful as a reference or practical purposes

Excellent the same criteria as Very Good with the following additional requirements:

1. A characteristic of pioneering academic work synthesized to have become a body of knowledge in a subject
2. A motivation for thoughts and further research
3. Reliable and acceptable by academic circles or related professions at national and/or international level

Textbooks

Definition are academic works systematically compiled covering the essence of a subject or part of a subject or a program, which reflects the ability in conveying higher education disciplines in learning and teaching in Mahidol University's programs. The contents must be up-to-date at the time of submission of a request for academic ranking. However, subjects related to the program that used the textbook presented for the academic ranking request must be mentioned. The "textbook" type of academic work can be developed from lecture notes to the point of full completion and the readers of which may be those who are not the learners of the subject but could read and understand the essence of it without having to attend the class.

Format a book comprising

- Preface
- Contents
- Essence, explanation, or analysis
- Conclusions
- References, traditional bibliography with complete up-to-date sources of information
- Text/word index

Clear explanation of essential text through information, diagrams, examples, or case studies until the readers can completely understand such essential text.

Publication is in the following manner

1. In book form printed by a printing house or publishing house or by bound photocopies or other forms
2. Publication by electronic media such as CD-ROM

Such publication must be wider than in learning and teaching of various subjects in a program. Number of prints is an index to determine wide publication however other indices could be used to measure the same. This has to be verified and attested by the university's committee, the faculty/college/institute/center and/or the academic institution related to that field. The textbook must have been used in the learning and teaching in the university's program for not less than 1 semester.

After the evaluation of the quality of the textbook, any amendments to it for the purpose of requesting academic ranking require a reevaluation of that textbook and may be subject to a new republication.

Quality Criteria

Lower than Good means lower than Good level.

Good means a textbook with accurate, complete, up-to-date academic contents, having clear concept and presentation, which is useful to higher education.

Very Good: the same criteria as Good with the following additional requirements

1. Presentation of knowledge with analysis or up-to-date procedure towards academic circles and being useful to academic circles
2. Interposition of the author's initiatives and experience or research work, an indication of knowledge useful to learning and teaching

3. Useful as a reference or practical purposes

Excellent the same criteria as Very Good with the following additional requirements

1. A characteristic of pioneering academic work synthesized to have become a body of knowledge in a subject
2. A motivation for further thoughts and research
3. Reliable and acceptable by academic circles or related professions at national and/or international level

Improvement needed means the quality does not meet quality criteria for the requested appointment of the position. However, if improvement is made in accordance with the suggestions given by the evaluation committee, the quality could meet the requirements for the requested position.

Books

Definition are academic works systematically compiled with strong academic foundation giving the intellectual views of the author strengthening the academic characters of its field and/or related disciplines connecting their contents without having to be in compliance with the requirements of the program or any courses of the program which shall not be used in support of the learning and teaching of any specific subject. The essential contents of the book must be up-to-date up to the printing date.

Format a book comprising

- Preface
- Contents
- Essence, analysis
- Conclusions
- References, traditional bibliography with complete up-to-date sources of information
- Text/word index

Clear explanation of essential text through information, diagrams, examples, or case studies until the readers can completely understand such essential text.

Publication made in the following manner

1. In book form printed by a printing house or publishing house
2. Publication by electronic media such as CD-ROM

Such publication must be wider than in learning and teaching of various subjects in a program. Number of prints is an index to determine wide publication however other indices could be used to measure the same. This has to be verified and attested by the university's committee, the faculty/college/institute/center and/or the academic institution related to that field and published to the public for not less than 4 months.

After the evaluation of quality of the book, any amendments to it for the purpose of requesting academic ranking require a reevaluation of that book and may be subject to a new republication.

Quality Criteria

Lower than Good means lower than Good level.

Good means a book with accurate, complete, up-to-date academic contents, having clear concept and presentation, which is useful to academic circles.

Very Good: the same criteria as Good with the following additional requirements

1. Presentation of knowledge with analysis or up-to-date procedure towards academic circles and being useful to academic circles
2. Interposition of the author's initiatives and experience or research work, an indication of knowledge useful to academic circles
3. Useful as a reference or practical purposes

Excellent the same criteria as Very Good with the following additional requirements

1. A characteristic of pioneering academic work synthesized to have become a body of knowledge in a subject
2. A motivation for further thoughts and research
3. Reliable and acceptable by academic circles or related professions at national and/or international level

Improvement needed means the quality does not meet quality criteria for the requested appointment of the position. However, if improvement is made in accordance with the suggestions given by the evaluation committee, the quality could meet the requirements for the requested position.

Research Work

Definition means academic work of systematic study or research carried out using research methodology acceptable in that field of knowledge, and with clear research objectives, to obtain information, answers, or conclusions to attain academic advances or to facilitate application thereof. The research must not be a part of a study for a degree or diploma or any educational qualifications. This means the requester is prohibited from presenting the research work which was a part of a study for a degree or a diploma or any educational qualifications, as a research work for academic ranking request except only that the requester has extensively expanded the original research work so much so that the academic advances are clearly seen. And only the additional part will be considered.

Format: Two formats may be arranged as follows

1. Full and clear research report throughout the entire research process, for instance,
 - 1.1 Defining issues in question
 - 1.2 Objectives
 - 1.3 Literature review
 - 1.4 Hypothesis
 - 1.5 Data collection
 - 1.6 Test of hypothesis
 - 1.7 Data analysis

- 1.8 Conclusions and Recommendations
- 1.9 References
- 1.10 Others

2. Research article compiling research processes of the research work for brevity and precision used to present in academic conferences or academic journals, comprises the following

- 2.1 Hypothesis or conceptual formulation
- 2.2 Define clear objectives in line with the hypothesis or concept
- 2.3 Reliable research methodology in line with objectives
- 2.4 Research results in accordance with the objectives defined
- 2.5 Criticism to state principle or conclusion to achieve academic advances or facilitate their application
- 2.6 References in traditional style
- 2.7 An abstract which concludes contents of 2.1, 2.2, 2.3, 2.4 and 2.5

Research work can be an original article or a case report or meta-analysis but not an abstract or a poster presentation

Publication can be any of the following

- 1. In the form of a research article in academic journals which may be published in the form of a book, printed matter or electronic media with definite publication schedule
- 2. In the form of a research compilation book evaluated by editorial staff with quality inspection
- 3. In the form of a research article presented at an academic conference which, after the conference, it was published in a compilation of the proceedings of academic conferences at national or international level by an editorial staff
- 4. Publication of complete and lengthy research report requires evidence that quality evaluation passed by experts and evidence that it was widely disseminated into academic circles and professions in that field and the related field of knowledge both domestically and abroad.

Upon publication as mentioned above and an evaluation of such “research work”, any amendments or additions made to such “research work” will prohibit such “research work” from being qualified to be presented for ranking request and also from quality re-evaluation.

Quality Criteria

Lower than Good means lower than Good level.

Good means a research work with correct research procedure at every level with appropriate methodology which displays academic advances and application of which can be carried out.

Very Good the same criteria as Good with the following additional requirements

- 1. A work that shows analysis and the results of which are presented as new knowledge with more in-depth dimension than what has been studied before.
- 2. Widely useful to academic circles or widely applicable

Excellent the same criteria as Very Good with the following additional requirements

1. An invaluable pioneering academic work with deliberate analysis thus creating a body of knowledge in a subject clearly resulting in academic advances
2. Reliable and acceptable by academic circles or related professions at national and/or international level

Scholarly Articles

Definition mean academic writings with clearly defined issues which are explained fundamentally with principles from study, research and analysis, together with data synthesis and/or experience to support body of knowledge and intellectual motivation.

Format An article with length suitable for publication in academic journals, academic works compilation, or academic conference proceedings with referencing system to show that the author is able to connect his academic work to academic circles.

Publication is as follows:

1. In evaluated academic journals
2. In evaluated academic compilation books
3. In academic conference proceedings with evaluation and screening systems

Quality Criteria

Lower than Good means lower than Good level.

Good means an article with complete and accurate contents useful to academic circles and can be of interest to general public.

Very Good: the same criteria as Good with the additional requirements regarding contents, analysis, and presentation which could stimulate further discussions in academic circles and/or society

Excellent the same criteria as Very Good with the following additional requirements: a characteristic of pioneering academic work towards extension of knowledge frontier or adjusting thinking system to create further thinking, alternative thinking or rethinking in academic circles and/or society

Other types of Academic Works

Definition mean academic works other than teaching supporting documents, complete written lectures, scholarly articles, books, textbooks, research works, research abstracts, presentation of reports in academic conferences.

Normally they mean inventions or creative works such as invention of labour saving apparatus, new species of living things, vaccine, structures or artistic works or encyclopedia including translation works from the original literature permitted by its copyright owner, or philosophical works or historical works or some other significant disciplines and invaluable in such field of knowledge. The translation will clearly enhance academic advances be it the translation from foreign language into Thai or from Thai language to foreign language, or from one foreign language to another foreign language.

The other types of academic works presented must comprise analysis that explains academic advances or enhancement of body of knowledge or procedure which will be beneficial to that field of knowledge, and shows the pioneering ability in that field of knowledge. Performance-based work must be provable or supporting evidence in detail to show its value.

Format

1. Various other formats could be arranged, e.g., in book form, movies, or audio tapes.
2. Commentaries provided with the work to show academic development and advances or knowledge enhancement or how the work can be beneficial to one or more fields of knowledge and in which aspects.
3. In the event the works are inventions or performance-based, they must be provable or details of which must be completely shown to show their value.

Publication in the following manner

1. In book form printed by a printing house or publishing house or by bound photocopies or other forms
2. Publication by electronic media such as CD-ROM
3. By organizing exhibitions, exposition, demonstration, usage or extensive application

Such publication must be wider than in learning and teaching of various subjects in a program. This has to be verified and attested by the university's committee, the faculty/college/institute/center and/or the academic institution related to that field. The work must have been in publication for not less than 4 months.

Quality Criteria

Lower than Good means lower than Good level.

Good means the work is new or the application of a new method to existing devices, and such work is useful in one way or another.

Very Good: the same criteria as Good with the additional requirements

1. It is certified by academic organization or other agencies concerned with the field of knowledge under request, or
2. A creative work acceptable by experts in the field of knowledge

Excellent the same criteria as Very Good with the following additional requirements: acceptable by academic circles and/or related professions at national and/or international level.

Translation Work

Definition means translation work made from the original work permitted by the copyright holder in the form of literature, or philosophical works or historical works or some other significant disciplines and invaluable in the field of knowledge. The translation will clearly enhance academic advances be it the translation from foreign

language into Thai or from Thai language to foreign language, or from one foreign language to another foreign language. (Translation work is deemed to be one of the other types of academic work.)

Publication is in the following manner

1. In book form printed by a printing house or publishing house
2. Publication by electronic media such as CD-ROM

Such publication must be wider than in learning and teaching of various subjects in a program. Number of prints is an index to determine wide publication however other indices could be used to measure the same. This has to be verified and attested by the university's committee, the faculty/college/institute/center and/or the academic institution related to that field. The work must have been in publication for not less than 4 months.

After the evaluation of the quality of the translation work, any amendments to it for the purpose of requesting academic ranking require a reevaluation of that work and may be subject to a new republication.

Quality Criteria

Lower than Good means lower than Good level.

Good means a translation work that displays understanding in the original text, concept, and culture, and the ability to convey meanings. The work also shows that the text and its context were studied, analyzed, and interpreted in the manner done to research work, with suitable academic annotation in various forms at macro and micro level.

Very Good: The translation work displays profound understanding in the original text, concept, and culture, and the high level of ability to convey meanings. The work also shows that the text and its context were deliberately studied, analyzed, and interpreted profoundly, in the manner done to research work by experts, with suitable academic annotation in various forms at macro and micro level.

Excellent: The work in itself summarizes translation methods and theory using the same criteria as Very Good with the following additional requirements:

1. The work is translated from the original work with level of significance capable of causing academic changes.
2. The translation work can be regarded as a model.
3. The translation work in itself summarizes translation methods and theory thereby characterizing academic pioneering.

Improvement needed means the quality does not meet quality criteria for the requested appointment of the position. However, if improvement is made in accordance with the suggestions given by the evaluation committee, the quality could meet the requirements for the requested position.

Definition, Format, Publication, and Required Quality Level of Academic Work in 22 Formats

1. Authored Book

A document originated solely by the author with unity on academic fundamentals giving his/her views that enhance thoughts and wisdom at the same time fortifying academic strength.

(Please see details in the announcement of CHE re Criteria and Procedure for Appointment of Assistant Professor, Associate Professor, and Professor (No. 2) B.E. 2550 under the headings: Textbooks and Books)

2. Chapter/Chapters in Book

Some chapters in an academic work or a part of a book by several co-authors with the same academic goal.

(Please see details in the announcement of CHE re Criteria and Procedure for Appointment of Assistant Professor, Associate Professor, and Professor (No. 2) B.E. 2550 under the headings: Textbooks and Books)

3. Editorial Work

Definition Editorial work of books or academic journals that selects good quality work, verifying manuscript with editorials, suggesting contents, connection and evaluation of the work by pointing out academic state-of-the-art, advances and directions of related academic issues

Format A collection of academic writings or academic journal with analytical editorial

Publication is in the following manner

1. In print by a printing house or publishing house or
2. Published by other electronic media

Quality Criteria

Good Editorial work of a book or academic journal that shows discretion in selecting valuable works by suggesting contents, connection and evaluation of the works

Very Good The same level as Good and must point out issues of dispute in the circles including suggesting creative proposals as well as analyzing of connection with works and other disciplines as guidance for further development

Excellent The same level as Very Good and must display the academic views and stance of the Editor on the Editor's fundamental of great academic experience as motivation for further research in the future

4. Collected Articles by a Single Author

Definition Academic work carried out by systematic research or study with data analysis and synthesis by acceptable methodology thus obtaining conclusions to achieve academic advances or to facilitate their application.

Format A collection of articles of one academician with unity in the academic contents with preface by the author giving clear academic direction

Publication is in the following manner

1. In print by a printing house or publishing house or
2. Published by other electronic media

Quality Criteria

Good means academic work carried out by systematic research or study in connection with the main theme of the book with conclusion bringing about academic advances and application of which can be carried out.

Very Good the same criteria as Good with the following additional requirements

1. A work that shows analysis and synthesis which are presented as new knowledge or views with more in-depth dimension than what has been studied before.
2. Widely useful to academic circles or widely applicable

Excellent the same criteria as Very Good with the following additional requirements

1. An in-depth dimension pioneering academic work creating a body of knowledge and results in academic advances
2. Acceptable by academic circles or related professions at national and/or international level

5. Collected Articles by a Group of Scholars

Definition Academic work carried out by systematic research or study with data analysis and synthesis by acceptable methodology thus obtaining conclusions to achieve academic advances or to facilitate their application.

Format A collection of articles written by several academicians with related issues and with editorial work

Publication is in the following manner

1. In print by a printing house or publishing house or
2. Published by other electronic media

Quality Criteria

Good means academic work carried out by systematic research or study in connection with the main theme of the book with conclusion bringing about academic advances and application of which can be carried out.

Very Good the same criteria as Good with the following additional requirements

1. A work that shows analysis and synthesis which are presented as new knowledge or views with more in-depth dimension than what has been studied before.
2. Widely useful to academic circles or widely applicable

Excellent the same criteria as Very Good with the following additional requirements

1. An in-depth dimension pioneering academic work creating a body of knowledge and results in academic advances
2. Acceptable by academic circles or related professions at national and/or international level

6. Festschrift

Definition Articles of guest academicians being academic work carried out by systematic research or study with data analysis and synthesis by acceptable methodology thus obtaining conclusions to achieve academic advances or to facilitate their application

Format A compilation of guest articles with editorial work, printed and publicized on special occasion such as a celebration of an academic institute or good wishes extended to senior academician who is invaluable to national or international academic circles, on his/her anniversary

Publication is in the following manner

1. In print by a printing house or publishing house or
2. Published by other electronic media

Quality Criteria

Good means academic work carried out by systematic research or study in relation with the expertise of the person receiving good wishes or in relation with the academic outstanding status of the academic institute.

Very Good the same criteria as Good with the following additional requirements

1. A work that shows analysis and synthesis which are presented as new knowledge or views with more in-depth dimension than what has been studied before.
2. Widely useful to academic circles or widely applicable

Excellent the same criteria as Very Good with the following additional requirements

1. An in-depth dimension pioneering academic work creating a body of knowledge and results in academic advances
2. Acceptable by academic circles or related professions at national and/or international level

7. Translation with Editorial Work

Translation of the original copy of a literature or valuable work with editorial work

(Please see details in the announcement of CHE re Criteria and Procedure for Appointment of Assistant Professor, Associate Professor, and Professor (No. 2) B.E. 2550 under the headings: Other types of Academic Works)

8. Manual/Handbook

Definition Work of specific branches which systematically compile, analyze, and synthesize knowledge and wide experience. The work covers contents helpful to skill training which include self-learning, and which could be used as a reference

Format A book with preface, contents, text, explanation or analysis, conclusions, references, bibliography, including exercises suitable for self-learners

Publication is in the following manner

1. In print by a printing house or publishing house or
2. Published by other electronic media

Quality Criteria

Good means academic work covering basic contents and the core knowledge of the field. It was systematically written with appropriate steps and clear explanation useful for learning both in formal and self-taught education.

Very Good the same criteria as Good with the following additional requirements

1. A work that gives fundamental knowledge reflecting the up-to-date study and research in the field through innovative presentation.
2. A work that appropriately synthesize the author's academic experience and/or profession.

Excellent the same criteria as Very Good and must be a pioneering work regarding body of knowledge and presentation and which must be acceptable by academic circles and/or the profession

9. Review Article

Definition Academic work which evaluates state of the art of education on research and study with up-to-date analysis and synthesis of a body of knowledge both in width and depth, and at the same time pointing out the trend for further study and development

Format A form of research article

Publication in the following manner

Article printed in an academic journal or a compilation of academic articles

Quality Criteria

Good An academic work widely evaluating the latest academic status with clear conclusion relating to the development of the field of knowledge

Very Good The same criteria as Good and requires comments on highlights and drawbacks of study and research in the past including the trend upon which study and development should be made.

Excellent The same criteria as Very Good and must connect specific issue to overall body of knowledge of that field together with recommendations for progress in research for that field

10. Annotated Bibliography

Definition A referenced academic work which covers selected subject matter specifying list of titles and sources of related works as well as summarized contents, however, there must be an introduction for analysis of the overview of the matter under study in that field of knowledge.

Format Individual book or article printed in academic journal or book

Publication is in the following manner

1. In print by a printing house or publishing house or
2. Published by other electronic media

Quality Criteria

Good The work presents the overview and boundary of specific subject or field together with title of academic work and summary fully covers the designated subject matter.

Very Good The same criteria as Good and there must be a preface for analysis of the overview of the matter under study in that field of knowledge.

Excellent The same criteria as Very Good and there must be a presentation of a concept on the subject status and its future trend as well as connections with the development of other related subjects.

11. Book Review, Article Review, and Review of Artistic Works, e.g., Review of Exhibition and Review of Performance

Definition Articles criticizing subject matter, value, and contribution of books, articles or artistic works such as visual art exhibition, plays or musical shows, based on appropriate principles and discretion

Format Articles criticizing books or artistic works

Publication is in the following manner

1. Published in journal, magazines, or quality newspaper
2. Other electronic media with editorial board

Quality Criteria

Good Critic's article creating understanding in the work with creative suggestions pointing out strong point and weak point of the work with connections with other works as suitable

Very Good The same criteria as Good and which must point out whether and how much the work is beneficial to the circles and/or society, together with the development of creativity

Excellent The same criteria as Very Good and which must connect work under criticism with the experience of the critic both in width and depth. Technical conclusion which may affect social thoughts must also be provided.

12. Journal Article

A systematic study with clear objectives which create academic advances with scope and substance suitable for presentation in the form of article

(Please see details in the announcement of CHE re Criteria and Procedure for Appointment of Assistant Professor, Associate Professor, and Professor (No. 2) B.E. 2550 under the headings: Research Works)

13. Printed Conference Contribution

The documents presented in acceptable academic conferences which had been reviewed before compilation

(Please see details in the announcement of CHE re Criteria and Procedure for Appointment of Assistant Professor, Associate Professor, and Professor (No. 2) B.E. 2550 under the headings: Research Works)

14. Public Lecture/Inaugural Lecture/Memorial Lecture/ Lecture Series)

Definition Academic work with systematic study and presented as guest lecture on special occasion with widespread publication

Format

1. Book
2. Article in academic journal
3. Article in academic compilation
4. Article in academic conference proceedings

Publication is in the following manner

1. In print by a printing house or publishing house or
2. Published by other electronic media

Quality Criteria

Good An academic work reflecting wide and in-depth knowledge of the speaker

Very Good The same criteria as Good which must be an academic work displaying conceptual leadership providing creative guidance to academic circles

Excellent Under the same criteria as Very Good, the work is also capable of creating social impacts in general.

15. Dictionary, Encyclopedia and Other Similar Academic Works

Definition References work explaining and providing information on words or topics or other type of discourses resulting from systematic and technical study as well as displaying the state-of-the-art status of that field of knowledge

Format A compilation of words or topics or discourses, arrangement of referential system, it can be the work of a single academician or a group of academicians with preface explaining principles, technicality, or theory being used, and with directions for use, complete bibliography or separate bibliography, and word index, if necessary

Publication is in the following manner

1. In book form or
2. Electronic media (with contribution from readers/users for editing and correcting)

Quality Criteria

Good Referential work providing fundamental accurate and up-to-date knowledge covering wide area as acceptable to academic circles

Very Good The same criteria as Good with information and views showing evolution of words and/or that field of knowledge

Excellent The same criteria as Very Good with guidance for thoughts for readers in view of criticism and/or further study

16. Research Report

Full research report using academic body of knowledge to answer questions and resolve problems. Dissemination of the work must be permissible.

(Please see details in the announcement of CHE re Criteria and Procedure for Appointment of Assistant Professor, Associate Professor, and Professor (No. 2) B.E. 2550 under the headings: Research Works)

17. Scholarly Edition

Definition Academic work that scrutinizes important documents both in the form of manuscripts or printed form, or compares them with other evidence to obtain most complete text with systematic analysis, explanation provided when necessary. Transliterations or transformations may be made to the original.

Format The original copy of edited text together with explanation of principle and technique in editing. Information of sources and historical context, cultures,

and society related to the text are provided. Detail explanation is provided for specific subject or issue in the form of footnote, with glossary and bibliography.

Publication is in the following manner

1. In book form or
2. Electronic media

Quality Criteria

Good The work helps clear understanding of text, is useful to academic circles or interested public

Very Good The same criteria as Good and must stimulate advances in academic research and study in such field of knowledge

Excellent The same criteria as Very Good and must be able to prove the value of the text as a cultural heritage supporting power of wisdom which is meaningful to the present time

18. Creative Literature Work

Definition Literature work or series of literature works showing aesthetic value and creative ability of the creator of the work, presentation accompanied with technical explanation that helps build up knowledge, understanding of meanings and value of the work

Format Creative work with analysis that explains principles, techniques, and/or theoretical concepts including processes and/or techniques in creating the work, information and pondering points provided for interpretation, and assessment of value in various audiences

Publication is in the following manner

1. Original literature and supporting documents must have been printed by printing house or publishing house, or
2. Publication by electronic media

Quality Criteria

Good The work has artistic value. The author is able to explain principles and creative process in well conveying the meanings to receptors of the work.

Very Good The same criteria as Good and the work is clearly a good example for literature studies and creative writing

Excellent The same criteria as Very Good and the work must build new dimension in creating aesthetics, literature studies and creative writing

19. Creative Works in Performing Arts and Music

Definition Work or series of works showing aesthetic value and creative ability of artists, presentation accompanied with technical explanation to help build up knowledge, understanding of meanings and value of the work

Format Creative work with analysis that explains principles, techniques, and/or theoretical concepts including processes and/or techniques in creating the work, information and pondering points provided for interpretation, and assessment of value in various audiences

Publication in the following manner

1. Public performances together with analytical passage disseminated and
2. Relaying such performances by video recording and/or audio recording together with analytical passage disseminated

Quality Criteria

Good The work has artistic value. The producer is able to explain principles and creative process in well conveying the meanings to audiences.

Very Good The same criteria as Good and the work is clearly a good example for art studies in such branch.

Excellent The same criteria as Very Good and the work must build new dimension in creativity and aesthetics and art studies

20. Creative Works in Architecture, Design, Painting, Sculpture, Graphic Arts, and Other Related Fields on Exhibitions

Definition Work or series of works showing aesthetic value and creative ability of the creators, presentation accompanied with technical explanation to help build up knowledge, understanding of meanings and value of the work

Format Creative work with analysis that explains principles, techniques, and/or theoretical concepts including processes and/or techniques in creating the work, information and pondering points provided for interpretation, and assessment of value in various audiences

Publication in the following manner

1. Public performances together with analytical passage disseminated and
2. Still photos or video recording together with analytical passage

Quality Criteria

Good The work has artistic value. The producer is able to explain principles and creative process in well conveying the meanings to the audiences.

Very Good The same criteria as Good and the work is clearly a good example for art studies in such branch.

Excellent The same criteria as Very Good and the work must build new dimension in creativity and aesthetics and art studies

21. Patent

Definition A letter issued by the Government to protect inventions or product designs in the manner provided by law

Format In the form prescribed by the Department of Intellectual Property

Publication (In case of being published prior to announcement of results, publication criteria shall be the same as a Research Work) in any of the following manner

1. In the form of research article in academic journals which may be published in the form of book, printed matter or electronic media with definite publication schedule

2. In the form of a research compilation book evaluated by editorial staff with quality inspection

3. In the form of a research article presented at an academic conference which, after the conference, it was published in a compilation of the proceedings of academic conferences at national or international level by an editorial staff

Quality Criteria

Good The patent is registered domestically or in a developing country

Very Good The patent is registered domestically or in a developing country and its utilization can be proved, or it is a patent registered in a country comparable to industrialized countries such as G8 group of countries or Australia

Excellent The patent is registered in a country comparable to industrialized countries such as G8 group of countries or Australia and its utilization can be proved, or the patent is registered domestically and it can be proved that the patent has been widely used commercially or publicly

22. Academician-developed Software

Definition An outcome of a research work or an innovation or the creation of body of knowledge with clear technical explanation including software that is a technical application for the purpose of academic analysis of data

Format Software itself, directions for use, clear and precise working principle and its function

Publication can be in various formats through electronic media but the publication must not be less than 4 months

Quality Criteria

Good means a research work with correct research procedure at every level with appropriate methodology which displays academic advances and application of which can be carried out.

Very Good the same criteria as Good with the following additional requirements

1. A work that shows analysis and the results of which are presented as new knowledge with more in-depth dimension than what has been studied before.

(Translation)

2. Widely useful to academic circles or widely applicable

Excellent the same criteria as Very Good but must be widely referred to and utilized in academic circles or related professions at national level