**Report for Work Performance Review**

**For Instructors (expert positions)**

**Period** 🞏 **August 1, …………. – December 31, ……………**

🞏 **January 1, ……………- May 31, …………..**

**Reviewee …………………………………………………………………………………………………………..**

**Department ……………………………………………………… Program …………………………………….**

1. **Teaching**

|  |  |  |
| --- | --- | --- |
| **Performance Output/Outcome**  **(Quantity and Quality)** | **Evaluation score by Students** | **Number of Hours** |
| 1.1 Teaching Quantity[[1]](#footnote-1) |  |  |
| First Semester  Code Course Title Section  ………………………………………………………………………………….  ………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….…………………………………………………………………………………………… | ………………..  ………………..………………..………………..……………….. | ………………..  ………………..  ………………..  ………………..  ……………….. |
| **Average of teaching evaluation score** 🡺 | ……………….. |  |
| **Total number of hours**  🡺 |  |  |
| Second Semester  Code Course Title Section  ………………………………………………………………………………….  ………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………  …………………………………………………………………………….……… | ………………..  ………………..………………..………………...  ………………... | ………………..  ………………..  ………………..  ………………..  ………………... |
| **Average of teaching evaluation score** 🡺 | …………….... |  |
| **Total number of hours**  🡺 |  |  |

1. **Research**

**First piece**

* Single researcher or co-researcher (≥ 60%)
* Co-researcher (40-59%)
* Co-researcher (< 40%)

**Title of Research Project**

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

|  |
| --- |
| **Performance Output/ Outcome** |
| □ No research work |
| □ Has a topic |
| □ Has a topic developed from a community service project[[2]](#footnote-2) |
| □ Has a proposal approved by the dean[[3]](#footnote-3) (personal funding) |
| □ Has a proposal developed from a community service project and approved by the dean (personal funding) |
| □ Has a proposal with a research grant  □ ≤ 100,000 baht  □ > 100,000 baht |
| □ Has a proposal developed from a community service project with a research grant  □ ≤ 100,000 baht  □ > 100,000 baht |
| □ Has a progress report (submitted to the research committee)[[4]](#footnote-4) |
| □ Has a finished report/paper (not yet published or publicized) |
| □ Has a finished report/paper integrated with teaching/earning **or** developed from a community service project (not yet published or publicized) |
| □ Has a finished paper presented at a conference that meets the criteria set by Commission of Higher Education (CHE) and has the full paper published in the conference proceedings  □ National conference  □ International conference[[5]](#footnote-5) |
| Has a paper published in a journal that meets the criteria set by CHE  □ National journal  □ International journal |

**Second piece**

* Single researcher or co-researcher (≥ 60%)
* Co-researcher (40-59%)
* Co-researcher (< 40%)

**Title of Research Project**

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

|  |
| --- |
| **Performance Output/ Outcome** |
| □ No research work |
| □ Has a topic |
| □ Has a topic developed from a community service project[[6]](#footnote-6) |
| □ Has a proposal approved by the dean[[7]](#footnote-7) (personal funding) |
| □ Has a proposal developed from a community service project and approved by the dean (personal funding) |
| □ Has a proposal with a research grant  □ ≤ 100,000 baht  □ > 100,000 baht |
| □ Has a proposal developed from a community service project with a research grant  □ ≤ 100,000 baht  □ > 100,000 baht |
| □ Has a progress report (submitted to the research committee)[[8]](#footnote-8) |
| □ Has a finished report/paper (not yet published or publicized) |
| □ Has a finished report/paper integrated with teaching/earning **or** developed from a community service project (not yet published or publicized) |
| □ Has a finished paper presented at a conference that meets the criteria set by Commission of Higher Education (CHE) and has the full paper published in the conference proceedings  □ National conference  □ International conference[[9]](#footnote-9) |
| Has a paper published in a journal that meets the criteria set by CHE  □ National journal  □ International journal |

1. **Community/Academic Services**

**3.1 Community/Academic Service Projects**

|  |  |
| --- | --- |
| **Performance Output/ Outcome** | **Title of Academic Service Project** |
| 🞏No academic service project |  |
| 🞏 Serve as a committee member in an academic service project |  |
| 🞏 Serve as head of an academic service project |  |
| 🞏 Integrate an academic service project with a research project **OR** learning/teaching |  |
| 🞏 Integrate an academic service project with a research project **AND** learning/teaching |  |

**3.2 Other Types of Community/Academic Services**

|  |  |  |  |
| --- | --- | --- | --- |
| Characteristics of Academic Services Provision | Receiver of Academic Services | Number of service hours during this period | Working hours/week/ semester |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| Total | | |  |

1. **Other responsibilities** 
   1. **Contributions to Humanities and NU (60 points)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Characteristics of Performance** | **Work Units (e.g. division, faculty, university)** | **Number of service hours** | **Working hours/week/**  **semester** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **Total** | | |  |

* 1. ***Academic Development (40 points)* – comprising Part A and Part B**

**A. Quantity of Self-Academic Development** (20 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the program/workshop/ conference** | **Host/Venue** | **Date** | **Number of hours attended** | **Working hours/ week/**  **semester** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| Total | | | |  |

B. Application of knowledge received for actual work (20 points)

(Describe how you apply the knowledge received from the workshop/lecture/ seminar/ conference to your work, especially teaching. The department chair is to assign the score, which depends on the clarity and the concreteness of the application. A separate page may be attached.)

**Conditions for Extra Points**

❑ Receive a national award

Title of the award …………………………………………………………………………………………

❑ Hold a community/academic service project that generates income to the Faculty (serve as the head or member of the project)

Project title

Amount of income submitted to the Faculty ……………………………………. Baht

❑ Produce a finished academic work:

|  |  |
| --- | --- |
| **Types of Works** | **Title** |
| 🞏 Course book or systematic compilation of course materials | …………………………………………………………………… |
| 🞏 Book or textbook (not yet evaluated) | …………………………………………………………………… |
| 🞏 Book or textbook evaluated and approved by experts appointed by the university  ❑ Good  ❑ Very good  ❑ Excellent | …………………………………………….………………..  ………………………………………………………………………………  ……………………………………………………………………………….  ………………………………………………………………………………. |
| 🞏 Translation of books or textbooks |  |
| 🞏 An academic paper published in a national journal (TCI – Tier 2) |  |
| ☑ An academic paper published in a national journal (TCI – Tier 1) |  |
| 🞏 An academic paper published in an international journal approved by CHE | ……………………………………………………………  ……………………………………………………………………………….  ……………………………………………………............ |

I hereby certify that all information in this report is true.

(Sign) ………………………………………………………………..

(Name) …………………………………………………………….

Date of reporting ……………………………………………..

**Summary of Work Performance Review**

**For Instructors (expert positions)**

**Period** 🞏 **August 1, …………. – December 31, ……………**

🞏 **January 1, ……………- May 31, …………..**

**Name …………………………………………………………………..**

**Department …………………………………………………… Section ……………………………………………….**

|  |  |  |
| --- | --- | --- |
| **Performance output/outcome** | **Score** | **Weighted score** |
| **1. Teaching & Learning (Total score 100; weight - 40%)** |  |  |
| 1.1 Teaching quantity (50 points) |  |  |
| 1.2 Teaching quality (50 points) |  |  |
| **2. Research (Total score 100; weight - 15%)** |  |  |
| **3. Community/Academic services (Total score 100; weight - 10%)** |  |  |
| 3.1 Project type (50 points) |  |  |
| 3.2 Other types of academic services (50 points) |  |  |
| **4. Other responsibilities (Total score 100; weight - 15%)** |  |  |
| * 1. Volunteer work for Humanities and NU(60points) |  |  |
| 4.2 Academic development (40 points)) |  |  |
| 1. Quantity of academic development (20 points) |  |  |
| 1. Application of knowledge from the knowledge received from attending a conference/seminar for actual work (20 points) |  |  |
| **5. General & working behaviors (20 points)** |  |  |
| **Total score** |  |  |
| **Extra points** |  |  |
| **Net score** |  |  |

………………………………………………………………... ………………………………………………………………

(………………………………………………………………...) (…………………………………………………………...)

Reviewee Department Chair

Date/Year ......................................... Date/Year ............................................

**(Example)**

**Report for Work Performance Review**

**For Instructors (expert positions)**

**Period** 🞏 **August 1, …………. – December 31, ……………**

☑ **January 1, 2016 - May 31, 2016**

**Review Mr. Goodluck Peterson**

**Department English Program English**

1. **Teaching**

|  |  |  |
| --- | --- | --- |
| **Performance Output/Outcome**  **(Quantity and Quality)** | **Teaching Evaluation by Students** | **Number of Hours** |
| 1.1 Teaching Quantity[[10]](#footnote-10) |  |  |
| First Semester Academic year ……………………..  Code Course Title Section  ………………………………………………………………………………….  ………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….…………………………………………………………………………………………… | ………………..  ………………..………………..………………..……………….. | ………………..  ………………..  ………………..  ………………..  ……………….. |
| **Average of teaching evaluation score** 🡺 | ……………….. |  |
| **Total number of hours**  🡺 |  |  |
| Second Semester Academic year 2015  Code Course Title Section  205121 Basic Writing 1  205121 Basic Writing 2  205232 English Conversation 1  205232 English Conversation 2 | 3.51  4.15  3.81  3.22 | 4  4  4  4 |
| **Average of teaching evaluation score** 🡺 | 3.75 |  |
| **Total number of hours**  🡺 |  | 16 |

1. **Research**

**First piece**

☑ Single researcher or co-researcher (≥ 60%)

* Co-researcher (40-59%)
* Co-researcher (< 40%)

**Title of Research Project**

Relationship between GPA of English GE Courses and GPA English Major courses of Third-Year English Majored Students

|  |
| --- |
| **Performance Output/ Outcome** |
| □ No research work |
| ☑ Has a topic |
| □ Has a topic developed from a community service project[[11]](#footnote-11) |
| □ Has a proposal approved by the dean[[12]](#footnote-12) (personal funding) |
| □ Has a proposal developed from a community service project and approved by the dean (personal funding) |
| □ Has a proposal with a research grant  □ ≤ 100,000 baht  □ > 100,000 baht |
| □ Has a proposal developed from a community service project with a research grant  □ ≤ 100,000 baht  □ > 100,000 baht |
| □ Has a progress report (submitted to the research committee)[[13]](#footnote-13) |
| □ Has a finished report/paper (not yet published or publicized) |
| □ Has a finished report/paper integrated with teaching/earning **or** developed from a community service project (not yet published or publicized) |
| □ Has a finished paper presented at a conference that meets the criteria set by Commission of Higher Education (CHE) and has the full paper published in the conference proceedings  □ National conference  □ International conference[[14]](#footnote-14) |
| Has a paper published in a journal that meets the criteria set by CHE  □ National journal  □ International journal |

**Second piece**

* Single researcher or co-researcher (≥ 60%)
* Co-researcher (40-59%)
* Co-researcher (< 40%)

**Title of Research Project**

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

|  |
| --- |
| **Performance Output/ Outcome** |
| □ No research work |
| □ Has a topic |
| □ Has a topic developed from a community service project[[15]](#footnote-15) |
| □ Has a proposal approved by the dean[[16]](#footnote-16) (personal funding) |
| □ Has a proposal developed from a community service project and approved by the dean (personal funding) |
| □ Has a proposal with a research grant  □ ≤ 100,000 baht  □ > 100,000 baht |
| □ Has a proposal developed from a community service project with a research grant  □ ≤ 100,000 baht  □ > 100,000 baht |
| □ Has a progress report (submitted to the research committee)[[17]](#footnote-17) |
| □ Has a finished report/paper (not yet published or publicized) |
| □ Has a finished report/paper integrated with teaching/earning **or** developed from a community service project (not yet published or publicized) |
| □ Has a finished paper presented at a conference that meets the criteria set by Commission of Higher Education (CHE) and has the full paper published in the conference proceedings  □ National conference  □ International conference[[18]](#footnote-18) |
| Has a paper published in a journal that meets the criteria set by CHE  □ National journal  □ International journal |

1. **Community/Academic Services**

**3.1 Community/Academic Service Projects**

|  |  |
| --- | --- |
| **Performance Output/ Outcome** | **Title of community/Academic Service Project** |
| 🞏No community/academic service project |  |
| ☑ Serve as a committee member in a community/ academic service project |  |
| 🞏 Serve as head of an academic service project |  |
| 🞏 Integrate a community/ academic service project with a research project **OR** learning/teaching |  |
| 🞏 Integrate a community/ academic service project with a research project **AND** learning/teaching |  |

* 1. **Other Types of Community/Academic Services\***

|  |  |  |  |
| --- | --- | --- | --- |
| Characteristics of Academic Services Provision | Receiver of Academic Services | Number of service hours during this period | Working hours/week/ semester |
| 1. Teach one English GE course | NU | 4 hrs x 16 weeks | 64/16 = 4.0 |
| 2. Give a special talk on Apr. 20, 2016 | Humanities | 6 | 6/20 = 0.3 |
| 3. Teach a section of 205201 Communicative English | Engineering | 2 hrs x 16 weeks | 32/16 = 2 |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| Total | | | 6.3 |

1. **Other responsibilities** 
   1. **Volunteer work for the faculty and NU (60 points)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Characteristics of Performance** | **Work Units (e.g. division, faculty, university)** | **Number of service hours** | **Working hours/week/**  **semester** |
| 1. Serve on the program committee of B.A. English | Humanities | 1.5 hr x 20 weeks | 30/20 = 1.5 |
| 2. Advisor of 10 first-year English majored students | Humanities | 1 hr x 16 weeks | 16/16 = 1 |
| 3. Serve on editorial board of Journal of Humanities Newsletter as a language specialist | Humanities | 2 hrs x 20 weeks | 40/20 = 2 |
| Total | | | 4.5 |

* 1. ***Self-Academic Development (40 points)* – comprising Part A and Part B**

**A. Quantity of Self-Academic Development** (20 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the program/workshop/ conference** | **Host/Venue** | **Date** | **Number of hours attended** | **Working hours/ week/**  **semester** |
| 1. KM on teaching techniques | Humanities | May. 3, 2016 | 3 hrs | 3/20 = 0.15 |
| 2. Thailand TESOL International Conference | Thailand TESOL | Jan. 20-21, 2016 | 6 hrs x 2 days | 12/20 = 0.6 |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| Total | | | | 0.75 |

B. Application of knowledge received for actual work (20 points)

(Describe how you apply the knowledge received from the workshop/lecture/ seminar/ conference to your work, especially teaching. The department chair is to assign the score, which depends on the clarity and the concreteness of the application. A separate page may be attached.)

*(Supposed that you get 15 points on this part)*

**Extra works**

❑ Receive a national award

Title of the award …………………………………………………………………………………………

❑ Hold a community/academic service project that generates income to the Faculty (serve as the head or member of the project)

Project title

Amount of income submitted to the Faculty ……………………………………. Baht

❑ Produce a finished academic work:

|  |  |
| --- | --- |
| **Types of Works** | **Title** |
| 🞏 Course book or systematic compilation of course materials | …………………………………………………………………… |
| 🞏 Book or textbook (not yet evaluated) | …………………………………………………………………… |
| 🞏 Book or textbook evaluated and approved by experts appointed by the university  ❑ Good  ❑ Very good  ❑ Excellent | …………………………………………….………………..  ………………………………………………………………………………  ……………………………………………………………………………….  ………………………………………………………………………………. |
| 🞏 Translation of books or textbooks |  |
| 🞏 An academic paper published in a national journal (TCI – Tier 2) |  |
| ☑ An academic paper published in a national journal (TCI – Tier 1) |  |
| 🞏 An academic paper published in an international journal approved by CHE | ……………………………………………………………  ………………………………………………………………………………. |

I hereby certify that all information in this report is true.

(Sign) ………………………………………………………………..

(Name) …………………………………………………………….

Date of reporting ……………………………………………..

**Summary of Work Performance Review**

**For Instructors (expert positions)**

**Period** 🞏 **August 1, …………. – December 31, ……………**

🞏 **January 1, ……………- May 31, …………..**

**Name …………………………………………………………………..**

**Department …………………………………………………… Section ……………………………………………….**

|  |  |  |
| --- | --- | --- |
| **Performance output/outcome** | **Score** | **Weighted score** |
| **1. Teaching & Learning (Total score 100; weight - 40%)** | **87** | **34.8** |
| 1.1 Teaching quantity (50 points) | 50 |  |
| 1.2 Teaching quality (50 points) | 37 |  |
| **2. Research (Total score 100; weight - 15%)** | **20** | **3** |
| **3. Community/Academic services (Total score 100; weight - 10%)** | **70** | **7** |
| 3.1 Project type (50 points) | 30 |  |
| 3.2 Other types of academic services (50 points) | 40 |  |
| **4. Other responsibilities (Total score 100; weight - 15%)** | **72.5** | **10.88** |
| * 1. Volunteer work for Humanities and NU(60points) | 50 |  |
| 4.2 Academic development (40 points)) | 22.5 |  |
| 1. Quantity of academic development (20 points) | 7.5 |  |
| 1. Application of knowledge from the knowledge received from attending a conference/seminar for actual work (20 points) | 15 |  |
| **5. Work-related and general behaviors (20 points)** | **15** | **15** |
| **Total score** |  | **70.68** |
| **Extra points** |  | - |
| **Net score** |  | **70.38** |

………………………………………………………………... ………………………………………………………………

(………………………………………………………………...) (…………………………………………………………...)

Reviewee Department Chair

Date/Year ......................................... Date/Year ............................................

1. Only the courses offered and assigned by Faculty of Humanities [↑](#footnote-ref-1)
2. The research project and the community service project must occur in the same fiscal year. The reviewee must show how the projects are related with each other. [↑](#footnote-ref-2)
3. screened by the Humanities Research Committee and approved by the dean [↑](#footnote-ref-3)
4. In case that a research proposal was used as research work in the previous review cycle – If a research progress report was used as research work in the previous review cycle and if the reviewee is to use a research progress report as research work again in the current review cycle, the report must show adequate progress from the previous progress report. This report must be reviewed by the research committee and approved by the dean. A research progress report can be used as research work for only two consecutive review cycles. [↑](#footnote-ref-4)
5. The criteria for the quality of a conference are based on the CHE Quality Assurance Handbook (B.E. 2557) [↑](#footnote-ref-5)
6. The research project and the community service project must occur in the same fiscal year. The reviewee must show how the projects are related with each other. [↑](#footnote-ref-6)
7. screened by the Humanities Research Committee and approved by the dean [↑](#footnote-ref-7)
8. In case that a research proposal was used as research work in the previous review cycle – If a research progress report was used as research work in the previous review cycle and if the reviewee is to use a research progress report as research work again in the current review cycle, the report must show adequate progress from the previous progress report. This report must be reviewed by the research committee and approved by the dean. A research progress report can be used as research work for only two consecutive review cycles. [↑](#footnote-ref-8)
9. The criteria for the quality of a conference/seminar are based on the CHE Quality Assurance Handbook (B.E. 2557) [↑](#footnote-ref-9)
10. Only the courses offered by Faculty of Humanities and taught to Humanities students [↑](#footnote-ref-10)
11. The research project and the community service project must occur in the same fiscal year. The reviewee must show how the projects are related with each other. [↑](#footnote-ref-11)
12. screened by the Humanities Research Committee and approved by the dean [↑](#footnote-ref-12)
13. In case that a research proposal was used as research work in the previous review cycle – If a research progress report was used as research work in the previous review cycle and if the reviewee is to use a research progress report as research work again in the current review cycle, the report must show adequate progress from the previous progress report. This report must be reviewed by the research committee and approved by the dean. A research progress report can be used as research work for only two consecutive review cycles. [↑](#footnote-ref-13)
14. The criteria for the quality of a conference are based on the CHE Quality Assurance Handbook (B.E. 2557) [↑](#footnote-ref-14)
15. The research project and the community service project must occur in the same fiscal year. The reviewee must show how the projects are related with each other. [↑](#footnote-ref-15)
16. screened by the Humanities Research Committee and approved by the dean [↑](#footnote-ref-16)
17. In case that a research proposal was used as research work in the previous review cycle – If a research progress report was used as research work in the previous review cycle and if the reviewee is to use a research progress report as research work again in the current review cycle, the report must show adequate progress from the previous progress report. This report must be reviewed by the research committee and approved by the dean. A research progress report can be used as research work for only two consecutive review cycles. [↑](#footnote-ref-17)
18. The criteria for the quality of a conference/seminar are based on the CHE Quality Assurance Handbook (B.E. 2557) [↑](#footnote-ref-18)