



Appendix

Contract Renewal Appraisal Form

Academic Title Holding Institute Official, National Institute of Development Administration B.E. 2557 (2014) and its amendments

- Instruction** Contract Renewal Appraisal Form for academic title holding Institute Official is divided into two parts.
- Part 1 Contract Renewal Appraisal Form consists of 7 portions
 - Portion 1 Primary Information of the Appraisee
 - Portion 2 Moral and Ethics appraisal
 - Portion 3 Personnel Administration Committee resolution and/or the previous appraisal conformation
 - Portion 4 Work Behavior Appraisal
 - Portion 5 Academic tasks (Institute Directives on the Academic Task Standards of the Academic Title Holders B.E. 2557 (2014) and its amendments)
 - Portion 6 Appraisal notion conclusion
 - Part 2 Information to complement the appraisal towards Academic Title holding Institute Official’s contract renewal consists of 2 portions
 - Portion 1 Performance
 - Portion 2 Appraisee’s Superior Comments

Contract Renewal Criteria

- 1. Moral and ethics Pass
- 2. Personnel Administration Committee resolution and/or the previous appraisal conformation Pass
- 3. Performance conduct appraisal **Average score over 3.00**
- 4. Academic tasks: Passed minimum score of academic tasks according to Directives of National Institute of Development Administration on the Academic Task Standards of Lecturer, Assistant Professor, Associate Professor and Professor and Qualitative Appraisal such as the Teaching Effectiveness Appraisal

Part 1 Contract Renewal Appraisal Form

Portion 1. Primary Information of the Appraisee

Appraisee Position

Affiliation Operation starting Date Month..... B.E.....

Presently, in the _____ contract cycle, dated until

Next contract cycle shall be the, which shall employ the Appraisee not longer than year (s)

Date Month..... B.E..... until Month..... B.E.....

Appraisal date Month..... B.E.....

Portion 2. Moral and Ethics Appraisal

Moral and Ethics

Pass

Not pass

Portion 3. Resolution Conformation

1. Having conformed to the Personnel Administration Committee (Gor Bor Kor)'s resolution of the meeting no. / dated Month B.E.
on

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- Having conformed to Gor Bor Kor resolution Having not yet conformed to Gor Bor Kor's resolution
 Gor Bor Kor's resolution not yet issued

2. Having conformed to the past appraisals as follows.

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- Having conformed Having not yet conformed Gor Bor Kor's resolution not yet issued

Portion 4. Work Behavior Appraisal (Work behavior appraisal definition and criteria shall follow the Institute's stipulations.)

Appraisal list	Appraisal				Remarks
	Very Good (4)	Good (3)	Satisfied (2)	Fail (0)	
1. Self development					
2. Responsibility towards the organization					
3. Human relations					
4. Participation and team-workmanship					
4.1 Participation					
4.2 Team-workmanship					
5. Good service					
Average score					

Remarks: Work behavior appraisal can be rated in decimals.

Portion 5. Academic tasks (According to the Institute's Directives on academic task standards of the academic title holders B.E. 2557 (2014) and its amendments)

Performance period

Starting date..... Ending date..... Period of _____ years

No.	Task	Full marks	Number of works/Score			Remarks
			Stipulated by the contract's terms (Mark)	Appraisee actually submitted (Mark)	Remaining (Mark)	
1.	Teaching	40	40 (3 courses)			
2.	Academic works	40	40			
3.	Academic service	20	20			
Total		100	100			

Remark : * Category/Elements details according to the Addendum of the Institute's Directives on Standard Tasks of the Academic Title Holders B.E. 2557 (2014)) and the Addendum of the Institute's Announcement on the Task Details and Marks of Each Academic Service Category

Performance period (If any)

Starting date..... Ending date..... Period of _____ years

No.	Task	Full marks	Number of works/Score			Remarks
			Stipulated by the contract's terms (Mark)	Appraisee actually submitted (Mark)	Remaining (Mark)	
1.	Task	40	40 (3 courses)			
2.	Academic tasks	40	40			
3.	Academic service	20	20			
Total		100	100			

หมายเหตุ : * Category/Elements details according to the Appendix of the Institute's Directives on Standard Tasks of the Academic Title Holders B.E. 2557 (2014)) and the Appendix of the Institute's Directives on the Task Details and Marks of Each Academic Service Category

5.1 Teaching task (40 marks consisting of teaching of 3 courses)

Appraisal Conclusion: Teaching task according to the Institute Directives

- Lower than standard
 Standard as follows.

1) Teaching task

Task	Full marks	Teaching Task Description, which is needed for the 2nd cycle of the fiscal year B.E. _____(October 1)	Marks calculated	Remarks
Teaching	40	First course (Please specify the details such as course code and course name, periods per week, number of students, number of co-lecturers and teaching effectiveness appraisal).		Teaching tasks of the current year only
		Second course (Please specify the details such as course code and course name, periods per week, number of students, number of co-lecturers and teaching effectiveness appraisal). <input type="checkbox"/> Current teaching task <input type="checkbox"/> Teaching tasks of the past year B.E. <input type="checkbox"/> Teaching compensation requested		
		Second course (Please specify the details such as course code and course name, periods per week, number of students, number of co-lecturers and teaching effectiveness appraisal). <input type="checkbox"/> Current teaching task <input type="checkbox"/> Teaching tasks of the past year B.E. <input type="checkbox"/> Teaching compensation requested		
		Second course (Please specify the details such as course code and course name, periods per week, number of students, number of co-lecturers and teaching effectiveness appraisal). <input type="checkbox"/> Current teaching task <input type="checkbox"/> Teaching tasks of the past year B.E. <input type="checkbox"/> Teaching compensation requested		<input type="checkbox"/> Carried forward to the next appraisal B.E. _____
Total				

Remark : (1) At least one of three courses must be taught (2) One course is equivalent to 13.33 marks (3) The teaching compensation shall not exceed 2 courses, equivalent to 26.67 marks (4) In case that teaching tasks exceed three courses and the Appraiser does not wish to claim teaching pay of the exceeding courses, the course shall be retained for not longer than one year.

2) Teaching Compensation : With academic works or academic service which are researches via the Academic Service Center and Research Bureau (if any)

Task	Full marks	To compensate for	Full mark/ 1 course	Compensate with : An academic work or academic service which are researches via Academic Service Center and Research Bureau for the Contract no.'s extension	Regular marks (as stipulated by the Institute)	Calculated marks	Remaining marks, accumulated	Remarks
Teaching	26.67	Course no...	13.33	(Please specify the name and details of the academic work or academic service to compensate)				
		Course no...	13.34	(Please specify the name and details of the academic work or academic service to compensate)				
Total								

Remark : (1) 1 course equals 13.33 marks (2) Not more than 2 courses of the teaching task can be compensated by other tasks which equals 26.67 marks. (3) Teaching task can be compensated for academic works/academic service via the Academic Service Center and Research Bureau, and compensation rate is 1 mark to 1 mark (4) Core tasks cannot compensate for teaching tasks.

5.2 Academic working tasks (40 marks)

Appraisal Conclusion : Academic works as stipulated by the Institute

- Lower than standard
 Standard as follows.

1) Academic work

Academic task	Full Mark	Academic Work Description, which is needed for the appraisal towards contract no.'s renewal	Regular mark (as stipulated by the Institute)	Calculated marks	Remaining marks, accumulated	Remarks
Academic workc	40	1. (Please specify the name and details of the academic work)				
		2. (Please specify the name and details of the academic work)				
		3. (Please specify the name and details of the academic work)				
		4. (Please specify the name and details of the academic work)				
		5. (Please specify the name and details of the academic work)				
Total		The number of academic works presentedItem(s)	Total			

Remark : (1) The academic works can be accumulated without cutting off. However, the collectible academic works must be the surplus academic works from the annual academic works only. In case that other tasks compensated for academic works, such tasks is not collectible.

2) Academic work compensation : With teaching work or academic service which is research via Academic Service Center and Research Bureau

Task	Full marks	Compensable, not exceeding	Academic work compensation with : Teaching tasks or academic service which are researches via Academic Service Center and Research Bureau towards Contract no.'s renewal	Regular marks (as stipulated by the Institute)	Calculated marks	Remaining marks, accumulated	Remarks
Academic works	20	20 marks	1) (Please specify the details of the teaching task or the academic service to be compensated clearly)				
			2) (Please specify the details of the teaching task or the academic service to be compensated clearly)				
			3) (Please specify the details of the teaching task or the academic service to be compensated clearly)				
			4) (Please specify the details of the teaching task or the academic service to be compensated clearly)				
รวม							

Remark : (1) The teaching task or the academic service which are researches shall compensate for the academic works via Academic Service Center and Research Bureau not exceeding 20 marks (2) 1 course equals 13.33 marks (3) Core tasks cannot compensate academic works.

5.3 Academic service (20 marks consisting of training, other academic service and core tasks)

Appraisal Conclusion : Academic service according to the Institute's Directives

Lower than standard tasks

standard, as follows.

1) Academic service tasks

Task	Full marks	Academic service Category	Each category of academic service description and marks	Regular marks (as stipulated by the Institute)	Academic service Description, which is needed for the appraisal towards contract no.'s renewal	Calculated marks
Academic Service	20	Training	1.1 Training or continual educations as the project chief	3		
			1.2 Training or continual educations as the lecturer or the trainer for 18 hours (6 hours equals 1 mark)	3		
		Other academic service (not compensable for the core tasks)	2.1 Editor in Chief/Managing Editor or Associate Editor in Chief/Associate Managing Editor of an international journal listed in Gor Por Or database (not contributors in the editorial)	10		
			2.2 Editor or Associate Editor of a national journal listed in TCI database Group 1 and 2 (not contributors in the editorial)	8		
			2.3 Advisor or qualified person attached to an entity per year (An order or an invitation from the entity asking to be and the advisor or the qualified person must exist.) (Not the advisor of an research-type task)	3		
			2.4 Co-advisor in a thesis-advising committee (outside the School or outside the Institute)	3		
			2.5 Co-advisor in a dissertation-advising committee (outside the School or outside the Institute)	6		
			2.6 Chairman and a committee member of a thesis examination committee (outside the School or outside the Institute)	1		
			2.7 Chairman and a committee member of a dissertation examination committee (outside the School or outside the Institute)	2		

Task	Full marks	Academic service Category	Each category of academic service description and marks	Regular marks (as stipulated by the Institute)	Academic service Description, which is needed for the appraisal towards contract no.'s renewal	Calculated marks
			2.8 Academic appraisal towards Assistant Professor title designation	3		
			2.9 Academic appraisal towards Associate Professor title designation	5		
			2.10 Academic appraisal towards Professor title and the highly-paid professor designation	7		
			2.11 One of other academic appraisals which are not the academic title designation	3		
			2.12 One piece of column writing in Thai in a book, a journal or any other printed media, both hard copy and electronic copy such as a CD rom or a website.	1		
			2.13 One piece of column writing in English in a book, a journal or any other printed media, both hard copy and electronic copy such as a CD rom or a website.	2		
			2.14 Joining one radio or television show/time	1		
			2.15 Keynote Speaker	4		
			2.16 Panelist	2		
			2.17 Steering Committee	1		
		Core tasks	3.1 Being committee or sub-committee or working group member and attending the meeting not less than 80%	1		
			3.2 Being the chairman or the secretary per committee	1.5		
			3.3 Joining events of the Institute such as the commencement, Songkran festival and the sports events.	1		
			3.4 Being a master at the commencement	3		
			3.5 Attending meetings or other events of the School other than the ones mentioned in 3.1, 3.2, 3.3 as the School views as proper. <u>Remark:</u> Marks per participation shall be calculated proportionate to the times totally attending meetings/events designated by the School, yet altogether	10		

Task	Full marks	Academic service Category	Each category of academic service description and marks	Regular marks <small>(as stipulated by the Institute)</small>	Academic service Description, which is needed for the appraisal towards contract no.'s renewal	Calculated marks
			not more than 10 marks.			
				Total items Marks

Remark : (1) Academic service task cannot be accumulated and carried forward to the following year (2) Training or core tasks together shall not be less than 10 marks. (3) Teaching and academic works shall not be compensable for the academic service.

Portion 6 Appraisal conclusion

Appraisal element	Appraisal result
Element 2 Morals and ethics appraisal	<input type="checkbox"/> Pass <input type="checkbox"/> Not pass
Element 3 Gor Bor Kor/Intsitute Council's resolution conformation	<input type="checkbox"/> Pass <input type="checkbox"/> Not pass <input type="checkbox"/> Not existed
Element 4 Performance behavior appraisal	<input type="checkbox"/> Pass <input type="checkbox"/> Not pass
Element 5 Academic task (as stipulated by the Institute's Directives B.E. 2557 (2014) and its amendments)	<input type="checkbox"/> Pass <input type="checkbox"/> Not pass <input type="checkbox"/> Under process

Comments of the Committee

In the criteria of contract renewal for the period of year(s)
 Starting date month B.E. onwards
 Conditional terms for the next appraisal

.....

Not in the criteria of the contract renewal because.....

Personnel Administration Committee's resolution no...../....., dated, as follows.

Appraisee acknowledged.

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 (.....)
 Date..... Month..... B.E.....

Part 2 Data to support the Contract Renewal Appraisal for Academic Title Holding Institute Officials

Portion 1. Performance

1. Teaching and teaching effectiveness appraisal

Academic year (Semester/ Summer)	Course (Course code and name)	Number of periods per week	Number of students (person)	Co- lecturers (person)	Teaching effectiveness appraisal (Planning Division's data)

2. Research

Research name in Thai (Research Project Name).....

Research name in English (Research Project Name).....

Co-researcher

1).....Position in the Project.....Proportion of the participation.....

2).....Position in the Project.....Proportion of the participation.....

3).....Position in the Project.....Proportion of the participation.....

Starting date.....Ending date.....

Source of the fund.....Type of the fund.....

Budget.....

Research publication

Publication as research article in an academic journal, Number of items published

National (Published)

International

Dispatched for publication's evidence present

Confirmation of the publication present

Published

Research article name.....

Name of the Journal.....

Database ISI, please specify Impact Factor.....

SCImago, please specify..... Impact Factor.....

Scopus, please specify..... Impact Factor.....

as specified by the Institute (*Selectable choices*)..... Impact Factor.....

Year number.....Volume number...Issue number.....from page.....To page..... Year published.....

The date the research is published.....

Publication as a research article in the proceedings, Number of items published

National (Published)

International

Dispatched for publication's evidence present

Confirmation of the publication present

Published

Research name

Name of the conference.....

Starting date..... Ending date.....

The date the research is presented.....

The venue of the conference.....country.....

Organized by (the organizing entity).....

The name of the proceedings.....

Pages of the research papers in Proceedings Page To page.....

In case of E-Proceedings, please specify the particulars such as the website publishing the E-Proceedings.....

The names of the editor and the editorial who publish the Proceedings.

1)..... Editor.....

2)..... Position in the editorial.....

3)..... Position in the editorial.....

4)..... Position in the editorial.....

Publication in research collection books, Number of items published

National (Published)

International

Dispatched for publication's evidence present

Confirmation of the publication present

Published

Research article name.....

Name of the book.....

Date..... Month..... Print Year..... Issue no.. Edition no..... Page no..... To page.....

Name of the publishing house or the printing house of the book.....

Country of the publishing house or the printing house of the book.....

The names of the editor and the editorial of the book

1)..... Editor.....

2)..... Position in the editorial.....

3)..... Position in the editorial.....

4)..... Position in the editorial.....

The files related to the publication attached (such as the cover of the book, contents and pages of the book.)

Complete and full-length research publication with details and number of items published

Name of the complete research.....

Number of pages.....

The entity which presents the complete research (Hirer or sponsor).....

Evident file attached (The certifying letter from the hirer or the sponsor or the evidence that verifies that the research is complete and that the research has been evaluated by the qualified people prior to the publication, yet, being examined and accepted by various committees doesn't mean being evaluated by the qualified people.

Please specify the publication mode of the complete research.

The entity which is hiring/sponsoring the research has published it for the relevant entities, please specify.....

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The entity which is hiring/sponsoring the research has published it on the website of the entity, please specify.....

.....

Others, please specify.....

Co-researcher

1)..... Position..... Proportion of the participation.....

2)..... Position..... Proportion of the participation.....

3)..... Position..... Proportion of the participation.....

3. Case study

Case study name in Thai

Case study name in English

Co-researcher

Participation

2)..... Position in the research Proportion of the participation.....

3)..... Position in the research Proportion of the participation.....

Starting date..... Ending date.....

Source of fund..... Type of fund.....

Budget.....

Case Study Publication

Publication as article in an academic journal, number of items published

National (Published)

International

Dispatched for publication's evidence present

Confirmation of the publication present

Published

Article name

Journal name

In database ISI, please specify Impact Factor

SCImago, please specify Impact Factor

Scopus, please specify Impact Factor

as specify by the Institute (*Selectable choices*) Impact Factor

Year number..... Volume number... Issue number..... from page..... fo page..... Year published.....

The date the article was published

The publication of the article in the proceedings, number of items published

National (Published)

International

Dispatched for publication's evidence present

Confirmation of the publication present

Published

Article name

Conference name

Starting date..... Ending date.....

The date the research is presented.....

The venue of the conference..... country.....

Organized by (the organizing entity).....

The name of the proceedings.....

Pages of the research papers in the proceedings PageTo page.....

In case of E-Proceedings, please specify the particulars such as the website publishing the E-Proceedings.....

The name of the editor and the editorial who published the Proceedings.

1)..... Editor.....

2)..... Position in the editorial.....

3)..... Position in the editorial.....

4)..... Position in the editorial.....

The published file attached (such as cover of the Proceedings, contents and pages of the Proceedings.)

The publication of the article in research collecting book, number of items published

National (Published)

International

Dispatched for publication's evidence present

Confirmation of the publication present

Published

Article name.....

Research collecting book's title.....

Date..... Month..... Printing year Volume number..... Printed edition..... from page..... to page.....

The publishing house or printing house which publishes the book.....

Country of the publisher or the print house.....

The names of the editor and the editorial of the research collecting book.

1)..... Editor.....

2)..... Position in the editorial.....

3)..... Position in the editorial.....

4)..... Position in the editorial.....

4. Textbook

Textbook name in Thai.....

Textbook name in English.....

Textbook name in other languages.....

New work

the..... edition, proportion of the revised content.....

Co-worker (In case of NIDA Personnel, database can be imported. For non-NIDA Personnel, it must be added manually and the proportion of the participation of all co-workers altogether shall not exceed 100%.)

1)..... Position in the work..... Proportion of the participation.....

2)..... Position in the work..... Proportion of the participation.....

3)..... Position in the work..... Proportion of the participation.....

Date finished.....

To complement the course:....., School (Faculty) and Institution.....

Number of semester, in which the textbook is required.....Please specify.....

The entity which endorsed the textbook.....

The entity which funded the textbook.....

Textbook Publication

Publication by a printing house or publishing house (*Edition's ordinal numbers can be added.*)

First edition, number of copies..... Number of pages.....

Month/year of the edition.....

Publishing house or printing house name.....

Country of the publishing house or printing house.....

Second edition, number of copies..... Number of pages.....

Month/year of the edition.....

Publishing house or printing house name.....

Country of the publishing house or printing house.....

Third edition, number of copies..... Number of pages.....

Month/year of the edition.....

Publishing house or printing house name.....

Country of the publishing house or printing house.....

Other modes of publication, Number of items published.....

Clipped booklet of photocopies, number of pages.....

Publication in other electronic media, number of pages.....

CD rom

Website, please specify.....

Others, number of pages....., please specify.....

5. Academic article

Article name in Thai.....

Article name in English.....

Article name in other languages.....

Writer of the academic article

1).....Position in the work.....Proportion of the participation.....

2).....Position in the work.....Proportion of the participation.....

3).....Position in the work.....Proportion of the participation.....

Academic Article Publication

The publication as an academic article in an academic journal, number of items published

National (Published)

International

Dispatched for publication's evidence present

Confirmation of the publication present

Published

Name of academic journal.....

In database ISI, please specify Impact Factor.....

SCImago, please specify..... Impact Factor.....

Scopus, please specify..... Impact Factor.....

as specify by the Institute (*Selectable choices*)..... Impact Factor.....

Year number.....Volume number...Issue number.....from page..... to page..... Year published.....

The date the article was published.....

The publication of the academic article in Proceedings, number of items published

National (Published)

International

Dispatched for publication's evidence present

Confirmation of the publication present

Published

Name of the conference.....

Date organized betweenand.....

Date presented during the conference.....

Venue of the conference..... Country.....

Organized by (The organizing entity).....

The name of the proceedings.....

Pages of the academic article in the proceedings pageto page.....

In case of E-Proceedings, please specify the particulars such as the website that published the E-Proceedings.....

.....

The name of the editor and the editorial who published the Proceedings.

1)..... Editor.....

2)..... Position in the editorial.....

3)..... Position in the editorial.....

4)..... Position in the editorial.....

The publication of the academic article in the proceedings, Number of items published

National (Published)

International

Dispatched for publication's evidence present

Confirmation of the publication present

Published

Proceedings' name

Date.....Month...Printing year Volume number.....Printed edition.....from page..... to page.....

The publishing house or the printing house which prints the Proceedings.....

Country of the publishing house or the printing house.....

The name of the editor and/or the editorial of the proceedings.

1).....Editor.....

2).....Position in the editorial.....

3).....Position in the editorial.....

4).....Position in the editorial.....

6. Academic works in other modes

Name of the work in Thai

Name of the work in English

Name of the work in other languages.....

Category of the work Invention or creation

Artistic work

Encyclopedia

Translated work

Others, please specify.....

Co-worker

1).....Position in the work.....Proportion of the participation.....

2).....Position in the work.....Proportion of the participation.....

3).....Position in the work.....Proportion of the participation.....

Date finished.....

The entity which endorsed the work.....

The entity which funded the work.....1).

Publication by a printing house or a publishing house (More edition numbers can be added)

First edition, number of copy..... Number of pages.....

Month/year of the edition..... (Printed for not less than 4 months)

The publishing house or printing house name.....

Country of the publishing house or the printing house

Second edition, number of copy Number of pages.....
Month/year of the edition (Printed for not less than 4 months)
The publishing house or printing house name
Country of the publishing house or the printing house

Other electronic media, number of items published

- CD rom, Number of pages
Date Month Year (Published for not less than 4 months)
- Website, number of pages, please specify the website.....
Date Month Year (Published for not less than 4 months)
- Clipped booklet of photocopies, number of pages.....
Date Month Year (Published for not less than 4 months)

Publication by organizing an exhibition, display, performance or adoptions or applications, number of items published

- Exhibition, display or performance
Date..... (Organized for not less than 4 months)
Venue..... Organizing entity.....
Organizing country.....
- Adoptions or applications, please specify
Date..... (Adopted or published for not less than 4 months)

Signature..... (Appraiser)
(.....)
Position
Date..... Month..... B.E.....

Portion 2 Comments of the appraisee's superior

1. Performance behavior

Distinctive points.....

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Weak points.....

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Points for improvement.....

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2. Performance

Distinctive points.....

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Weak points.....

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Points for improvement.....

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.....

Signature(Superior)

(.....)

Position.....

Date.....Month.....B.E.....

Remarks In the meeting of the Appraisal Committee, the superior must also present the teaching appraisal of each course to the meeting for the consideration.