Part IV: Exhibits

J. Sample of academic and support staff appraisal forms

Sample of academic appraisal forms

Evaluation agreement form of competency and operation ability of Srinakharinwirot University's academic staffs

Part 1 Personal Information

Assessment round [ ] firs time (from……….to……….) [ ] second time (from……….to……….)

Name of assessing …………………………………………………………………….. Position ………………………………………………………………………….

Department ……………………………………………………………………… Faculty/Institute …………………………………………………………………

Assessor ……………………………………………………………………… Position …………………………………………………………………………

Part 2 Evaluation of work achievement: staffs and Assessors have to determine the mutual agreement about assignment and evaluation of work. Also the indicators or concrete evidence indicating the success of the work and suitable (70%)

Remark: To define percentage of work achieve agreement does not require to complete all indicators

Work achieve agreement	Weights (100%) In total all indicators equal with 70	Indicator of success (choose from quantity times value or satisfaction)	Scoring criteria of success indicators				
			A (10-9)	B (8-7)	C (6-5)	D (4-3)	E (2-1)
1.Education,student,development and academic performance							
2.Research							

Work achieve agreement	Weights (100%) In total all indicators equal with 70	Indicator of success (choose from quantity times value or satisfaction)	Scoring criteria of success indicators				
			A (10-9)	B (8-7)	C (6-5)	D (4-3)	E (2-1)
3.Academic							
4.Preservation in culture and missions/strategies/special missions							
5.others							

Part 3 In evolution of competency assessors will determine the expect competency level of university core competency and function competency (30%)

University Core Competency	The expect competency level can be seen from position expect competency table (Srinakharinwirot University competency handbook)
1.Social Responsibility	
2.Work Smart	
3.Unity	
4.Creativity	
5.Morals	

Function Competency (The proportion of functional competency should not lower than 15% but not over 20%)	The expect competency level can be seen from position expect competency table (Srinakharinwirot University competency hand book)
1.	
2.	
3.	
4.	
5.	
The main functional competency (if any) percentages (using proportion same) as functional competency, the proportion of function competency should not lower than 15%	

Remark:
1. Departament can consider the function competency by position suitable and consider from function competency in Srinakharinwirot University core competency handbook 2560
2. The total of functional competency and main competency and main functional competency (if any) as 20%

Signature ……………………………….   Signature …………………………………….
(Assessees)   (Assessor)
(Date……/…..../……)   (Date……/…..../……)

Evaluation work achievement form for Srinakharinwiroit University academic staff' group,

lecturer of Demonstration School group and researcher group

Part 1 Personal Information

Assessment round [ ] 1st (from …………… to ……………) [ ] 2nd (from …………… to ……………)

Name of assessing ………………………………………………… Position …………………………………………………

Department ………………………………………………… Faculty/Institute …………………………………………

DD/MM/YY if start work ……………………….. experience …………… year Highest education…………………………………………

Education level according to the position hired

□ Lower than bachelor's degree □ Bachelor's degree □ Master's degree □ Doctor's degree

Position level

□ Professor □ Associate professor □ Assistant professor

□ Lecturer

□ Senior expert demonstration lecturer □ Expert demonstration lecturer □ Senior professional demonstration lecturer

□ Professional demonstration lecturer

□ Senior expert researcher □ Expert researcher □ Senior professional researcher

□ Professional researcher □ Researcher

Assessor ……………………………………………………………………………………….

Position ………………………………………………………………………………

Function

Indicator	Leave, absence (day)/late (time) □ (...............)□ (...............)	Remark
Late (time)		
Sick leave, personal leave		
Maternity leave		
Sick leave because long time cure		
Ordination leave / Hajj leave		
Military leave		
Absence		

Part 2 Evaluation of work achievement: staffs and Assessors have to determine the mutual agreement about assignment and evaluation of work. Also …….. the indicators or concrete evidence indicating the success of the work and suitable (70%)

Remark: To define percentage of work achieve agreement does not require to complete all indicators

Work achieve agreement	Weights (100%) In total all indicators equal with 70	Indicator of success (choose from quantity times value or satisfaction)	Scoring criteria of success indicators					Assessment result	Assessment result marks = (weight x assessment)/10 = (1) x (2)/10
			A (10-9)	*B (8-7)*	C (6-5)	D (4-3)	E (2-1)		
1.Education,student,development and academic performance									

Work achieve agreement	Weights (100%) In total all indicators equal with 70	Indicator of success (choose from quantity times value or satisfaction)	Scoring criteria of success indicators					Assessment result	Assessment result marks = (weight x assessment)/10 = (1) x (2)/10
			A (10-9)	*B (8-7)*	C (6-5)	D (4-3)	E (2-1)		
2.Research									
3.Academic									
4.Preservation in culture and missions/strategies/special missions									
Evaluation of work achieveemtn = total marks of evaluation									

Signature ……………………………………….

(Assessees)

(Date……/…..../……)

Signature ………………………………………

(Assessor)

(Date……/…..../……)

Part 3 In evolution of competency assessors will determine the expect competency level of university core competency and function competency (30%)

University Core Competency (10%)	The expect competency level can be seen from position expect competency table (Srinakharinwirot University competency hand book)	Assessment result (detail if assessment result follow by Srinakharinwirot University competency hand book)	Competency value received = [(2)/(1)] x 100 If assessment result have higher that expect in competency value = 100
1.Social Responsibility			
2.Work Smart			
3.Unity			
4.Creativity			
5.Morals			
Total university core competency value			
Assessment score of university core competency (a) = Total university core competency value x 10/500			
Function Competency (The proportion of functional competency should not lower than 15% but not over 20%)	The expect competency level can be seen from position expect competency table (Srinakharinwirot University competency hand book)	Assessment result (detail if assessment result follow by Srinakharinwirot University competency hand book)	Competency value received = [(2)/(1)] x 100 If assessment result have higher that expect in competency value = 100
1.			
2.			
3.			

Function Competency (The proportion of functional competency should not lower than 15% but not over 20%)	The expect competency level can be seen from position expect competency table (Srinakharinwirot University competency hand book)	Assessment result (detail if assessment result follow by Srinakharinwirot University competency hand book)	Competency value received = $[(2)/(1)] \times 100$ If assessment result have higher that expect in competency value = 100
4.			
5.			
Total functional competency value			
Assessment score of functional competency (b) = Total functional competency value x percentage of total functional competency (all competency assessment x 100)			
The main functional competency (if any) percentage			
Total work competency value			
Assessment score of work competency (c) = Total work competency value x percentage of work competency (all competency assessment x 100)			
Assessment competency result = university core competency value + functional competency value + work competency value = (a) + (b) + (c)			

Summary form of evaluation and staffs development plan

Part 1 Summary of evaluation

1.1 Evaluation (summarizing the data from 2 parts)
□ First round evaluation result   □ Second round evaluation result
    <u>Evaluation</u>   <u>Marks</u>
1. Assessment of work achieve result (70 marks) ……………
2. Assessment competency result (30 marks)   ……………
                        Total (100 marks) ……………
Remark
If this is second assessment round, it has to summary annual assessment result.
	Annual evaluation result summary
	Score of first assessment round ……………
	Score of second assessment round ……………
	Average score of assessment ……………
	
	Please put ✓ in the box that same as average score
	  □ Excellent = 90.00-100.00 marks
	  □ Very good = 80.00-89.99 marks
	  □ Good = 70.00-79.99 marks
	  □ Need improvement = 60.00-69.99 marks (do not increase wages)
	  □ Not pass = lower than 60 marks

1.2 Highlights of assessing …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… …………………………….	1.3 should develop …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… ……………………………. …………………………………………………………………………………… …………………………….

Part 2 Opinion

2.1 Opinion of assessor	2.2 Opinion of screening committee
…………………………………………………………… …………………………….. …………………………………………………………… ……………………………. …………………………………………………………… ……………………………. Signature ……………………………………. Position ……………………………………. (Date……/…..../……)	………………………………………………………………………………… ……………………………. ………………………………………………………………………………… ……………………………. ………………………………………………………………………………… ……………………………. Signature ……………………………………. Position ……………………………………. (Date……/…..../……)
2.3 Opinion of functional committee	
……… ……………………………………………………………………… …………………………………………………………………………………….………………………………………………………………… …………………………………………………………….…….. …… …………………………………………………………….…….. Signature ……………………………………. Position ……………………………………. (Date……/…..../……)	

Part 3 Notification of assessment results

Assessor	Assessing
□ Assessor inform first assessment result To assessing after being considered by board of directors □ Assessor inform annual assessment result (first round and second round) After an order to increase wages that have been signed by Director-General or the person assigned by the Director-General □ Inform result and assessing signed □ Date of inform result ……………………but assessing not sign with 1………………………………………. attester 2…………………………………………. Attester Signature ………………………………………… (Assessor) (Date……/…..../……)	□ Acknowledged the assessment results and the development of operations Signature ……………………………………….(Assessing) (Date……/…..../……)

Part 4 Staffs development plan, assessor and assessing determine development and improvement plan. Also determine goals, results or standards of success and determine work indicators and development method

Development or improvement plan	Goals, results or standards of success	Development method	Operating time
Signature ………………………………………. (Assessing) (Date……/…..../……)		Signature ………………………………………… (Assessor) (Date……/…..../……)	

Evaluation agreement form of competency and operation ability
of Srinakharinwirot University's staffs Operation

Part 1 Personal Information

Assessment round [ ] firs time (from……….to……….) [ ] second time (from……….to……….)

Name of assessing ………………………………………………… Position …………………………………

Department ……………………………………………………Faculty/Institute ……………………….

Assessor ………………………………………………… Position …………………………………

Part 2 Evaluation of work achievement: staffs and Assessors have to determine the mutual agreement about assignment and evaluation of work. Also the indicators or concrete evidence indicating the success of the work and suitable(70%)

Remark: To define percentage of work achieve agreement does not require to complete all indicators

Work achieve agreement	Weights(100%) In total all indicators equal with 70	Indicator of success (choose from quantity times value or satisfaction)	Scoring criteria of success indicators				
			A (10-9)	B (8-7)	C (6-5)	D (4-3)	E (2-1)
1.Mission							

Work achieve agreement	Weights(100%) In total all indicators equal with 70	Indicator of success (choose from quantity times value or satisfaction)	Scoring criteria of success indicators				
			A (10-9)	B (8-7)	C (6-5)	D (4-3)	E (2-1)
2.Strategics or improve efficacy							
3.Special missions							
4.others							

Part 3 In evolution of competency assessors will determine the expect competency level of university core competency and function competency (30%)

University Core Competency	The expect competency level can be see from position expect competency table (Srinakharinwirot University competency hand book)
1.Social Responsibility	
2.Work Smart	
3.Unity	
4.Creativity	
5.Morals	

Function Competency (The proportion of functional competency should not lower than 15% but not over 20%)	The expect competency level can be see from position expect competency table (Srinakharinwirot University competency hand book)
1.	
2.	
3.	
4.	
5.	
The main functional competency (if any) pescentage (using proportion same) as functional competency, the proportion of function competency should not lower than 15%	

Remark:

1.Departament can consider the function competency appropriated by each position and consider from function competency in Srinakharinwirot University core competency handbook 2560

2.The total of functional competency and main competency and main functional competency (if any) as 20%

Signature ……………………………   Signature ……………………………
              (Assessees)   (Assessor)
        (Date……/…..../……)   (Date……/…..../……)

Evaluation work achievement form for Srinakharinwiroit University staff Operation

Part 1 Personal Information

Assessment round [ ] 1st (from …………… to ……………) [ ] 2nd (from …………… to ……………)

Name of assessing ……………………………………………………… Position …………………………………………………………

Department ……………………………………………………… Faculty/Institute …………………………………………………………

DD/MM/YY if start work ………………. experience …………… year Highest education…………………………………………………

Education level according to the position hired

□ Lower than bachelor's degree □ Bachelor's degree □ Master's degree □ Doctor's degree

Position level

□ Senior Expert □ Senior Professional □ Professional

□ Practitioner

□ Senior professional □ Experienced

□ Operational

Assessor ……………………………………………………… Position …………………………………………………………

Function

Indicators	Leave, absence (day) / late (time) □ (................)□ (................)	Remark
Late (time)		
Sick leave, personal leave		
Maternity leave		
Sick leave because long time cure		
Ordination leave / Hajj leave		
Military leave		
Absence		

Part 2 Evaluation of work achievement: staffs and Assessors have to determine the mutual agreement about assignment and evaluation of work. Also …….. the indicators or concrete evidence indicating the success of the work and suitable (70%)

Remark: To define percentage of work achieve agreement does not require to complete all indicators

Work achieve agreement	Weights (100%) In total all indicators equal with 70	Indicator of success (choose from quantity times value or satisfaction)	Scoring criteria of success indicators					Assessment result	Assessment result marks = (weight x assessment)/10 = (1) x (2)/10
			A (10-9)	B (8-7)	C (6-5)	D (4-3)	E (2-1)		
1.Education,student,development and academic performance									
2.Research									

Work achieve agreement	Weights (100%) In total all indicators equal with 70	Indicator of success (choose from quantity times value or satisfaction)	Scoring criteria of success indicators					Assessment result	Assessment result marks = (weight x assessment)/10 = (1) x (2)/10
			A (10-9)	B (8-7)	C (6-5)	D (4-3)	E (2-1)		
3.Academic									
4.Preservation in culture and missions/strategies/special missions									
Evaluation of work achievements = total marks of evaluation									

Signature ………………………………………. Signature ……………………………………

(Assessees) (Assessor)

(Date……/…..../……) (Date……/…..../……)

Part 3 In evolution of competency assessors will determine the expect competency level of university core competency and function competency (30%)

University Core Competency (10%)	The expect competency level can be seen from position expect competency table (Srinakharinwirot University competency hand book)	Assessment result (detail if assessment result follow by Srinakharinwirot University competency hand book)	Competency value received = [(2)/(1)] x 100 If assessment result have higher that expect in competency value = 100
1.Social Responsibility			
2.Work Smart			
3.Unity			
4.Creativity			
5.Morals			
Total university core competency value			
Assessment score of university core competency (a) = Total university core competency value x 10/500			
Function Competency (The proportion of functional competency should not lower than 15% but not over 20%)	**The expect competency level can be seen from position expect competency table (Srinakharinwirot University competency hand book)**	**Assessment result (detail if assessment result follow by Srinakharinwirot University competency hand book)**	**Competency value received = [(2)/(1)] x 100 If assessment result have higher that expect in competency value = 100**
1.			
2.			
3.			
4.			

Function Competency (The proportion of functional competency should not lower than 15% but not over 20%)	The expect competency level can be seen from position expect competency table (Srinakharinwirot University competency hand book)	Assessment result (detail if assessment result follow by Srinakharinwirot University competency hand book)	Competency value received = [(2)/(1)] x 100 If assessment result have higher that expect in competency value = 100
5.			
Total functional competency value			
Assessment score of functional competency (b) = Total functional competency value x percentage of total functional competency (all competency assessment x 100)			
The main functional competency (if any) percentage			
Total work competency value			
Assessment score of work competency (c) = Total work competency value x percentage of work competency (all competency assessment x 100)			
Assessment competency result = university core competency value + functional competency value + work competency value = (a) + (b) + (c)			

Summary form of evaluation and staffs development plan

Part 1 Summary of evaluation

1.1 Evaluation (summarizing the data from 2 parts) □ First round evaluation result □ Second round evaluation result	Annual evaluation result summary Score of first assessment round ……………
Evaluation Marks 1. Assessment of work achieve result (70 marks) …………… 2. Assessment competency result (30 marks) …………… Total (100 marks) …………… Remark If this is second assessment round, it has to summary annual assessment result.	Score of second assessment round …………… Average score of assessment …………… Please put ✓ in the box that same as average score □ Excellent = 90.00-100.00 marks □ Very good = 80.00-89.99 marks □ Good = 70.00-79.99 marks □ Need improvement = 60.00-69.99 marks (do not increase wages) □ Not pass = lower than 60 marks

1.2 Highlights of assessing	1.3 should develop
…………………………………………………………………………… …………………………….. …………………………………………………………………………… …………………………….. …………………………………………………………………………… …………………………….. …………………………………………………………………………… …………………………….. …………………………………………………………………………… …………………………….. …………………………………………………………………………… …………………………….. …………………………………………………………………………… …………………………….. …………………………………………………………………………… ……………………………..	…………………………………………………………………………………………………… ……………………………. …………………………………………………………………………………………………… ……………………………. …………………………………………………………………………………………………… ……………………………. …………………………………………………………………………………………………… ……………………………. …………………………………………………………………………………………………… ……………………………. …………………………………………………………………………………………………… ……………………………. …………………………………………………………………………………………………… ……………………………. …………………………………………………………………………………………………… …………………………….

Part 2 Opinion

2.1 Opinion of assessor	2.2 Opinion of screening committee
…………………………………………………………………………… …………………………………………………………………………… …………………………………………………………………………… Signature …………………………………………. Position …………………………………………. (Date……/…..../……)	…………………………………………………………………………………………………… …………………………………………………………………………………………………… …………………………………………………………………………………………………… Signature …………………………………………. Position …………………………………………. (Date……/…..../……)
2.3 Opinion of functional committee ……… ……… ……… Signature …………………………………………. Position …………………………………………. (Date……/…..../……)	

Part 3 Notification of assessment results

Assessor	Assessees
□ Assessor inform first assessment result To assessing after being considered by board of directors □ Assessor inform annual assessment result (first round and second round) After an order to increase wages that have been signed by Director-General or the person assigned by the Director-General □ Inform result and assessing signed □ Date of inform result …………………….but assessing not sign with 1…………………………………. attester 2…………………………………. Attester Signature ………………………………….(Assessor) (Date……/…..../……)	□ Acknowledged the assessment results and the development of operations Signature ………………………………….(Assessing) (Date……/…..../……)

Part 4 Staffs development plan, assessor and assessing determine development and improvement plan. Also determine goals, results or standards of success and determine work indicators and development method

Development or improvement plan	Goals, results or standards of success	Development method	Operating time
Signature …………………………………. (Assessees) (Date……/…..../……)		Signature …………………………………. (Assessor) (Date……/…..../……)	