Assumption University Announcement

No.14/2013

Subject: Assessment criteria for yearly salary adjustment for full-time lecturers

Whereas it is deemed necessary to ensure the efficiency and effectiveness of administration at Assumption University, the Rector Magnificus, empowered under the provisions in Assumption University Regulations B.E.2550 - No.5 (Personnel Administration), hereby announces that subsequent assessment criteria for full-time lecturers for yearly salary adjustment will be based on satisfactory fulfillment of the following duties:

Assessment criteria

1. Teaching responsibilities: Lecturers must fulfill the following required work and teaching hours:
   - Undergraduate level - minimum of 30 work hours per week or 450 work hours per semester (with the minimum of 12 teaching hours per week or 180 teaching hours per semester), inclusive of required laboratory / practical sessions or related project assignments whereby two work hours is counted as one teaching hour;
   - Graduate level - minimum of 30 work hours per week or 450 work hours per semester, with the minimum of 9 teaching hours per week or 135 teaching hours per semester for the bi-semester academic calendar, or minimum of 6 teaching hours per week or 90 teaching hours per semester for the tri-semester academic calendar.

2. Academic services (on and off campus): Lecturers must provide the following academic services:
   - student supervision (serving as student advisor/supervisor); and/or
   - committee or sub-committee member; and/or
   - guest speaker.

3. Academic works: Lecturers must successfully complete the following project(s) on a yearly basis:
   - one research project; or
   - minimum of two research papers published in local or international publications.

4. Any assignments assigned by the University as substitutes for the aforementioned items 1. to 3.

This announcement is effective from Academic Year 1/2013 onwards.

Announced on May 14, 2013

[Signature]

Rev. Bro. Bancha Saenghiran, f.s.g., Ph.D.
Rector Magnificus

N.B.: This is to serve as a translated version only. The original Thai version will be considered, should any needs for interpretation arise.

Office of Human Resources Management