

แบบฟอร์มการขอเสนอวาระเข้าที่ประชุม
คณะกรรมการประจำคณะกรรมการบริการและการท่องเที่ยว
เรื่อง เกณฑ์การประเมินผลการปฏิบัติงานทั้งสายอำนวยการและสายวิชาการ (16%) รอบปี 2570

ความเป็นมา

ตามที่ได้ถึงรอบการประเมินผลการปฏิบัติงานประจำปี 2569 (1 มิถุนายน 2568 – 31 พฤษภาคม 2569) และจำเป็นต้องดำเนินการเสนอข้อตกลงภาระงานต่อผู้บังคับบัญชาชั้นต้นสำหรับบุคลากรทุกประเภท สำหรับรอบการประเมินประจำปี 2570 (1 มิถุนายน 2569 – 31 พฤษภาคม 2570) ภายในเดือน มิถุนายน 2569 นี้

ดังนั้น ทางฝ่ายบริหาร ฯ เสนอให้มีการพิจารณาเกณฑ์การประเมิน ฯ ทั้งสายอำนวยการและสายวิชาการ (16%) เพื่อชี้แจงให้บุคลากรทราบและจัดทำข้อตกลงภาระงานต่อไป

ขั้นตอนที่ได้ดำเนินการไปแล้ว

1. พิจารณาเกณฑ์การประเมินผลการปฏิบัติงานของบุคลากรสายอำนวยการและสายวิชาการ (16%) ของรอบปี 2570

ข้อมูลประกอบการพิจารณา

1. เกณฑ์การประเมินผลการปฏิบัติงานของบุคลากรสายอำนวยการ รอบปี 2570
2. เกณฑ์การประเมินผลการปฏิบัติงานของบุคลากรสายวิชาการ (16%) รอบปี 2570

ประเด็นพิจารณา

พิจารณาเห็นชอบเกณฑ์การประเมินผลการปฏิบัติงานทั้งสายอำนวยการและสายวิชาการ (16%) รอบปี 2570 เพื่อใช้ในการจัดทำข้อตกลงสำหรับปี 2570

Lecturer job appraisal criteria by FHT (16%) for the 2026– 2027 period

Overall

16%		Total
Score Leader (Member) per item	Maximum number of team members to claim score	Item
2%	-	Member of board of relevant association/journal editorial board member/advisor to local government bodies/organisations
2%	-	Webinar speaker/ Conference keynote speaker/ Conference session chair
2%	-	Visiting professor/lecturer invitation to overseas university
3%	-	Submission of TPSF/UKPSF within the appraisal period
3%	-	Submission of academic title appointment request within the period
2% (1%)	2	Manuscript submission to international journal (status: under review)
4% (2%)	2	New research proposal/new academic service project proposal submitted for external grant only (external – เช่น ทุนมุ่งเป้า ข้อเสนอโครงการเพื่อขอรับพิจารณาทุน (Fundamental Fund) ด้านการท่องเที่ยวของกระทรวง ววน)
2% (1%)	2	New research/academic service project proposal submitted to research committee / academic service committee under review
4%	2	Online teaching MOOC proposal submitted to committee in Had Yai
2%	-	Winning award (national level) such as best paper award
4%	-	Winning award (international national level) such as best paper award
2%	1	Paper presentation at international conference
4% (2%)	2	Accepted ISI/Scopus paper for publication with DOI
2% (1%)	2	Accepted TCI paper for publication
4% (2%)	2	External grant 100,000 – 300,00 Baht (including the fundamental fund -FF) has been approved.
6% (3%)	2	External grant > 300,000 Baht (including the fundamental fund -FF) has been approved.
3%	-	CWIE project's consultation/ CWIE advisor (3 students)
5%	-	CWIE project's consultation/ CWIE advisor (4-5 students)
2% - 4%	-	Join the roadshow team (Phuket and other provinces, depending on the schedule from the university, campus, and faculty)

Score Leader (Member) per item	Maximum number of team members to claim score	Items	Responsible lecturer(s)
8%	2	Language Support Center manager: - Discuss with the Deputy Dean for Academic and International Affairs to organize activities to boost students' language capability (i.e. weekly English consultation, movie day, English camp, English competitions, etc.) - Co-ordinate with Academic Office and relevant teacher(s). Prepare a request proposal including budget and expected outcomes. Promote the activities. - Prepare and compile the study materials. After the activity, conduct post-evaluation with students and prepare a report of the evaluation. - Submit a summary of participating students to the Academic Office. 2 activities per semester (4 sessions in total)	
8%	2	TOEIC 630 support project manager: - Organize 5-day TOEIC tutorial sessions before the actual TOEIC test takes place. - Co-ordinate with Academic Office and tutorial teacher(s). Prepare a request proposal including budget and expected outcomes. Promote the tutorial session. - Prepare and compile the study materials. After the tutorial session, conduct post-evaluation with students and prepare a report of the evaluation. - Submit a summary of participating students to the Academic Office. 1 session per semester (2 sessions in total)	
8%	2	Career Support Center manager: - A lecturer who offers himself/herself to become a Career Support Center manager is playing an important role in promoting our graduates' employability and eliminate the financial issue for our current students. - This person needs to develop a platform to become a Career Support Center by seeking vacant jobs and promoting them in the platform. - In addition, this person needs to communicate the existence of this platform to the potential employers and our FHT students and graduates. - Moreover, he/she needs to develop a procedure and activities to facilitate both parties for job matching. - The developed procedure needs to emphasize on students' safety, fairness, and the sustainability of the platform.	
8%	2	Personality development program for students: - A lecturer who offers himself/herself to take part in this project is required to work closely with the department of Student Development and Internship Affairs for organizing activities which aim to develop FHT students' personality. - The responsibilities of the responsible person are as follows: 1. Planning the activities, 2. Preparing all material and contacting a speaker (if need), 3. Advertising to target groups, 4. Conducting activities, 5. Evaluating activities.	

		- The person is required to organize FOUR activities within one academic year (TWO activities per semester).	
8%	2	Chinese student advisor: - A lecturer who offers himself/herself to become a Chinese-student's advisor is required to look after and communicate with them about their study performances, subject enrollment matter, activity hours, and give advices when they need. - The areas of the Chinese-student advisor's responsibilities are as follow: 1. Tracking their study performances, 2. Giving advices on their subject enrollment, 3. Following up their activity hours, 4. Looking after their university's life, 5. Being a supportive person when they need any helps concerning their academic matters, 6. Giving advices when they need.	
8%	2	Alumni database: - A lecturer who offers himself/herself to be a responsible person for this project must cooperate with an FHT IT staff to develop a platform on the FHT website in order to collect all essential information for the faculty's alumni. - This information will basically be supplied to all concerned departments when it is required. - Apart from developing the platform, the responsible person needs to ensure that all information is met with the requirements for QA purposes and other use purposes.	
3%	2 persons per competition	Supervising / Coaching students for competition / conference	
8%	1	Support Staff English Improvement Project: - A lecturer who takes this task will provide an executable plan to improve the English Proficiency of Support Staff in terms of writing and verbal skills. - A proposed series of courses is possible if it needs to achieve the expected outcome of TOEIC score improvement. (5 times, 2 hrs. per time). - Closely work with Deputy Dean for Administration and Quality Assurance to monitor the progress of the project.	
8%	2	Co-cultivating students' soft skills to meet industry needs: - Work with Head of Programs and Deputy Dean for Student Development and Internship to identify priorities of soft skills for the first- and second-year students of the Faculty (Open for others if interested). - Plan the training courses/activities. - Co-ordinate with companies to co-design the activities. Co-organize workshops with companies	
5%	1	Appointed mentor for new lecturers (Qualification: At least Asst Prof,)	
1-5%	-	Other approved projects by relevant administrators	

Score Leader* (Member) per item	Maximum number of team members	Item
8%	2 persons can claim	Conducting and completing a research project (Fast Track Research or an ongoing research project that has at least 3 months of work duration of regular contract during the appraisal period) to completion and manuscript submission. Each project may consist of any number of participants but only 2 members can claim for score.
8%	2 persons can claim	Conducting and completing an academic service project (FHT projects or an ongoing academic service project that has at least 3 months of work duration of regular contract during the appraisal period) to completion (not as a speaker, but as a project manager/members). Each project may consist of any number of participants but only 2 members can claim for score.
8%	2 persons can claim	Developing a non-degree program development (5 – 9 Credits) to completion and submission to the university. Each project may consist of any number of participants but only 2 members can claim for score.
8%	2 persons can claim	Implementing and completing a MOOC subject funded PSU. Each project may consist of any number of participants but only 2 members can claim for score.
8%	1	Participating in staff development in research and publication – the PhD program scholarship project

* Leader = 1) the project leader of any project, or 2) the corresponding author or first author of a paper or a manuscript