



**Announcement of Walailak University**  
**Workload Guidelines for Faculty Members in the Research Track**  
**B.E. 2561 (A.D. 2018)**

According to Section 3.3 of the 2017 Walailak University Announcement on Faculty Workload Structure for Research-Track Faculty Members, research activities can replace all other allocations such as teaching, academic services, and activities involving arts and culture preservation. However, because the research load must not affect curriculum management, the appointment and promotion of faculty in the research track has to be approved by the School or the University's committee.

Under the provisions of Clause 24 of the 1992 Walailak University Act, and also with a reference to the decisions made in Personnel Administrative Committee Meeting No. 5/2018 held on 1 August 2018 together with the University's Academic Senate Committee Meeting No. 1/2018 held on 29 August 2019, this announcement is enacted to set the workload guidelines for faculty members in the research track, along with the practice on the replacement of workload for those whose courses are cancelled as detailed in the following.

Clause 1: This announcement is entitled, "Announcement of Walailak University on Workload Guidelines for Faculty Members in the Research Track B.E. 2561 (A.D. 2018)."

Clause 2: This announcement shall be implemented from the Academic Year 2018 onwards.

Clause 3: Definitions

"University"	implies	Walailak University
"President"	implies	The President of Walailak University
"Dean"	implies	The dean or the head of the educational

		institution
“Committee”	implies	The committee of the school or the educational institution
“Members”	implies	The faculty members of a school at the rank of instructor, assistant professor, associate professor, or professor
“Research Accomplishments”	implies	The research or academic accomplishments pursuant to the “Announcement on Workload Structure and Allocations for Academic Members of Walailak University: Instructor, Assistant Professor, Associate Professor, and Professor”

Clause 4: In case of any issue or dispute regarding this regulation, the President’s decision shall be conclusive.

Clause 5: For the members who would like to enter the research track, please submit a research proposal together with developing a plan for integrating teaching and research (or more) to the Dean and School committee for approval.

#### Clause 6: Eligibility

6.1. The research track request shall not affect the school’s curriculum management.

6.2. A research proposal has to be pursuant to the member’s profession and is considered beneficial to the University as well as the academic sector.

6.3. The research track request can be approved only once per academic year and not more than 2 years in a row.

Clause 7: After the approval, the member shall proceed with the following instructions.

7.1 Report the approved request for conducting the research project to the Director of the Institute of Research and Innovation (IRI). For members of Health Science schools, report to the Director of the Research Institute for Health Sciences (RIHS).

7.2 Report the research progress to either the Director of the Institute of Research and Innovation (IRI) or the Research Institute for Health Sciences (RIHS).

7.3 The amount of research workload shall not be under 1,000 units.

7.4. The research article has to be accepted and published in international journals within SCOPUS, ISI, or other databases specified by the University.

Clause 8: The annual bonus shall not be awarded if either the research project is not pursuant to Clause 7.4 or if it cannot be completed within the period of time stipulated by the committee's approval.

Clause 9: The research workload shall accommodate the members whose courses are cancelled for low enrollment (or due to other factors). The member has to notify the Dean who will forward to the Vice President to inform the President, respectively. Once the President officially assigns the research work to the member, please proceed through Clause 7 and 8.

Clause 10: Should the members encounter any difficulties to comply with this regulation, workload adjustments will be made by individual case. Please notify the School committee and Dean for an initial approval of the adjustments. Then, the Vice President for Research and Social Services will approve and forward to the President to make the final approval.

Announced on 20 September 2018

(Professor Dr. Sombat Thamrongthanyawong)  
President of Walailak University