

Performance Evaluation of Payap University Academic year 2018

Principles and Rationale

All the time the university is in operation or within each academic year everyone in every section is physically and emotionally committed to perform to help the institution operate optimally and to accomplish the developmental plan and to improve all aspects. Therefore, the university must conduct a job performance evaluation of all personal each academic year to utilize the results to develop personnel levels, which is an aspect of considering merit for the academic year.

Payap University gives importance to this annual job performance evaluation and consistently tries to develop the evaluation to be more systematic so that the results are increasingly credible and acceptable with evaluation criteria that cover the important aspects of all work done at the university.

In Academic Year 2018, Payap University continues divides the criteria and indicators of Work Performance Evaluation into two groups: criteria and indicators for academic faculties and criteria and indicators for supporting staffs. All criteria and indicators covers all elements including workload, quality of work and work performance. Each element has a different rating scale depends on the work position and responsibility.

Objectives in performance evaluation

1. To ascertain the job performance results of Payap personnel for the 2018 academic year
2. To utilize the personnel job performance evaluation results to develop personnel
3. To utilize the job performance evaluation in considering merit for the year

Criteria in performance evaluation

Payap University performance evaluation consists of 4 component parts as follows:

1. Workload
2. Other responsibilities
3. Equality of work
4. Competency

Details of these component parts are as follows:

1. **Workload** are two
 - 1.1 Academic area consists of teaching load, research, creative work and/or other academic work, academic service , art and culture support or student development activities.
 - 1.2 Administrative and/or supporting job as the university will designate in one's job description, or work allocated by the nature of the job title as performance responsibilities
2. **Other responsibilities** meaning jobs aside from the basic duties of the job title, including work for the strategic plan and other outside duties as assigned
3. **Quality of work** meaning standards of performance set jointly by the unit, including Making a work plan and/or working systematically, Accuracy and Work improvement

4. Competency meaning characteristics or abilities of the person which help the work be accomplished as the university determines and supporting the goals of the university

4.1 Core competency is the characteristics or abilities of all persons of all job titles must have to support the vision, mission and policies of the university including (1) Service Mindedness (2) Integrity Morality and Ethics (3) Motivation for Achievement (4) Continuing Education and Development (5) Teamwork (6) internationalization

4.2 Functional competency is particular competency of the job title set forth in the university structure to assure that personnel have sufficient knowledge, skills and abilities together with appropriate behavior to accomplish the designated work, including (1) Knowledge and Understanding of Responsibilities (2) Skills Related to Responsibilities (3) Behaviors and disciplines (4) Using resources wisely and efficiently

4.3 Managerial competency for administrators includes (1) Strategic planning managing and putting plans into practice (2) Accountability (3) Communication and Teamwork (4) Analytical thinking, problem solving, and decision making and (5) creativity

Performance Evaluator

Those who must do evaluation of job performance are as follows:

1. Every person does a personal job performance evaluation
2. Lower supervisors do job performance evaluations for those under their supervision
3. Upper lever supervisors do evaluation of job performance for those under their supervision
4. The president considers and approves the job performance evaluation of all personnel

Evaluation Tools

The university has prepared a system for job performance evaluation for the year 2561 (2018 Academic year) which personnel may utilize by accessing the electronic tool at <http://hr.payap.ac.th/assessment/2561/assessmentpyu.php>

Steps and Methods for Job Performance Evaluation

1. All personnel shall do a personal job performance evaluation using the system provided by the university to record the evaluation and/or provide supplemental performance evidence to one's supervisor; in cases of instructors who teach, a report form should be submitted as well

2. When all staffs complete a self-assess;

2.1 The initial supervisor do assessment of work performance (scoring) of the staff in the four complete elements, then print out the Report of the Evaluation Results submit to the advance supervisor.

2.2 In case of academic faculties, all Faculty or Colleges must call for a meeting of Faculty or Colleges Board for evaluate the Report of the Evaluation Results together with initial supervisors before submit to the dean to make a final assessment of the work performance result.

The Dean/Director shall consider the self-evaluation result of their faculties/staffs together with the work performance of the initial supervisor then assess a result of work performance of faculties/staffs.

2.3 The supervisor under clause 2.2 shall collect all work performance results and work performance levels of all faculties/staffs submit to the Vice President or Assistant to the President in the supervisory line.

2.4 The Vice President or Assistant to the President shall consider the information provided in Clause 2.3 then summarize both the work performance results and work performance levels presents to the Executive Board of the University to scrutinize in a big picture of the University.

2.5 The President make the final considers then approve the level of work performance of all faculties and staffs.

2.6 Initial supervisors (in accordance with 2.1) of both academic faculties and supporting staffs informs the final results of the assessment of work performance of academic faculties and supporting staffs in private.

3. The Human Resources unit collects all the job performance evaluations as well as the reports summarizing job performance of Payap University personnel for 2018 and submits these to the President

Accompanying Data

1. Records of information or reports about accomplishing the evaluations and/or evidence of results
2. Instructors' work reports

Datelines for Evaluations

The university has stipulated the following dates for completing the personnel job performance evaluations for 2561 (2018) as follows:

Date	Process
13-31 May 2019	Human Resources Office will post the on-line personal evaluation form for personnel to use at http://hr.payap.ac.th/assessment/2561/assessmentpyu.php
1 - 16 June 2019	<ul style="list-style-type: none"> • The initial supervisor do assessment of work performance (scoring) of the staff. • In case of faculties and Colleges, Faculty or College Board will consider the evaluations made by initial supervisors. • The Dean or Director assess a result of work performance of faculties or staffs.
17 – 30 June 2019	Vice presidents and Assistants to the president evaluate the job performance of personnel
1 July 2019	Payap University administrative executive committee considers the overview of personnel performance
8 July 2019	President considers approving the reports

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