



Regulation of King Mongkut's Institute of Technology Ladkrabang  
On Workload Standards of Academic Staff  
**B.E. 2566**

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To standardize the academic workloads of academic staff holding the academic positions as Lecturer, Researcher, Assistant Professor, Associate Professor, and Professor of King Mongkut's Institute of Technology Ladkrabang to be in line with the academic workload standards set by the Civil Service Commission in Higher Education Institutions (CSC).

By virtue of Article 17 and Article 20 of the Civil Service Regulation in Higher Education Institutions Act, B.C. 2547 and the Notification of the Civil Service Commission in Higher Education Institutions on Academic Workload Standards for Lecturer, Assistant Professor, Associate Professor and Professor, B.E. 2558 and Articles 22 (2) and (9) of King Mongkut's Institute of Technology Ladkrabang Act, B.E. 2551 and the Resolutions of the Personnel Administration Committee, at the 5/2566 meeting on 2nd May B.E. 2566 together with the Resolution of the Institute Council at the 6/2023 meeting on 20th June 2023, the Regulation shall be set forth as follows.

Number 1 This Regulation shall be called the Regulation of King Mongkut's Institute of Technology Ladkrabang on Workload Standards of Academic Staff, B.E. 2566.

Number 2 This Regulation shall come into force on 1st July B. E. 2566 onwards.

Number 3 The Regulation of King Mongkut's Institute of Technology Ladkrabang on Workload Standards of Academic staff, B.E. 2564 shall be repealed.

Number 4 Any regulations, discipline, stipulations, notifications, or resolutions insofar as they deal with matters governed by this Regulation or are contrary to this Regulation shall be replaced by this Regulation.

Number 5 In this Regulation

"CSO" means the Civil Service Commission in Higher Education Institutions.

"Institute Council" means the Council of King Mongkut's Institute of Technology Ladkrabang.

"Institute" means King Mongkut's Institute of Technology Ladkrabang.

"P.A.C. KMITL" means THE Personnel Administration Committee, King Mongkut's Institute of Technology, Ladkrabang.

"Academic Position Holders means government officials and institute employees, holding the academic rank of Lecturer, Researcher, Assistant Professor, Associate Professor, and Professor.

"Institute Employee" means employees of King Mongkut's Institute of Technology Ladkrabang who are employed using the government budget and Institute revenue, and institute employees whose status has changed from government officials

"Administrators from an academic position" means an institute employee who holds an administrative position according to Number 11.2 of the Regulation of King Mongkut's Institute of Technology Ladkrabang on Personnel Management, B.E. 2562

"Fiscal year" means the fiscal year according to the criteria of the Budget Bureau, starting from 1st October to 30th September of the next calendar year.

Number 6 Academic position holders whose academic ranks are Lecturer, Assistant Professors, Associate Professor, and Professor must have teaching workloads not less than 35 hours per week as follows

#### 6.1 Teaching workload

(1) Must have a minimum teaching workload in a regular semester of not less than 6 lecture hours per week per semester or a minimum teaching workload per academic year of not less than 180 lecture hours (4 courses per year, 3 credits per course or equivalent). The maximum teaching workload is 540 lecture hours per academic year.

Except for academic position holders who are institute employees applying the rate under the Special Advanced Minimum Wage Account according to the Regulation of King Mongkut's Institute of Technology Ladkrabang on Wages, Position Allowance, Remuneration, and Extra Pay of Institute Employees, B.E. 2562. The academic position holders must have a minimum regular semester teaching workload of not less than 90 lecture hours per academic year (2 courses per year, 3 credits per course or equivalent).

(2) For one-hour theory teaching, 1 lecture hour is equivalent to 2-hour teaching of practical subjects.

(3) For courses with multiple instructors, teaching hours shall be proportional to the actual teaching hours.

(4) For undergraduate teaching in project courses, special problems, art theses, dissertations, theses, cooperative education subjects, teaching practice courses, or subjects that are called differently but in the same manner, there is no remuneration for an academic advisor and a teaching practice supervisor.

(5) For teaching at the associate level, the workload shall be calculated as a workload equivalent to teaching at the undergraduate level, according to the proportion of the actual teaching hours. In the case that the final date of accumulating performance output takes place during teaching, the actual teaching time shall be counted at the time of accumulating the output.

6.2 Workloads other than the teaching workload in Number 6.1 include:

- (1) research or creative work in the field of aesthetics and art
- (2) teaching innovation
- (3) social work, innovation work, or reputation building work;
- (4) income-generating work

6.3 Additional duties assigned by KMITL Personnel Administration Committee or by Academic Divisions under the approval of the Academic Division Committee must be prepared as the Notification of the Academic Divisions and presented to P.A.C. KMITL for acknowledgment.

Number 7 Criteria and methods for workload calculation according to Numbers 6.1 and 6.2 shall follow what P.A.C. KMITL determined and shall be prepared as the Notification.

Number 8 Academic Position Holders holding the academic rank of researcher must have a workload of not less than 35 hours per week according to the criteria in Number 6, except 6.1 (1), but the minimum teaching workload of the regular semester must not be less than 3 lecture hours per week per semester or not less than 90 lecture hours per academic year (2 courses per year, 3 credits per course or equivalent).

Number 9 Administrators from academic positions shall carry out full-time administration workload.

Number 10 Performance under this regulation on workload standards shall not be counted as a reason for an academic position holder to refuse to perform other tasks assigned by the Institute or Academic Divisions.

Number 11 Exemption from minimum workload criteria under this regulation is shown below.

11.1 Administrators from academic positions who held office for 1 year but less than one year and seven months shall be exempt from the minimum workload criteria for one evaluation cycle. However, administrators who held office for one year and seven months onwards shall be exempt from the minimum workload criteria for two evaluation cycles.

11.2 For new academic position holders appointed in a fiscal year, the minimum workload criteria shall be waived for a period of 2 evaluation cycles. The first cycle of annual performance review shall start as follows:

(1) In the case of the working period less than 7 months, the first cycle shall start in the next fiscal year.

(2) In the case of the working period from 7 months onwards, the first cycle shall start in the current fiscal year.

11.3 For academic position holders who return to work after various types of full-time leave with the period of six months onwards, the minimum workload criteria shall be waived for a period of two evaluation cycles. The first cycle of annual performance review shall start as follows:

(1) In the case of the working period less than 7 months starting from the date of reporting to work in the fiscal year, the first cycle shall start in next fiscal year.

(2) In the case of the working period from 7 months onwards starting from the date of reporting to work in the fiscal year, the first cycle shall start in that fiscal year.

Number 12 If in the annual performance review cycle, institute employees who meet the criteria under Number 11 request for the performance review to increase special wages, the employees shall not be exempted from the minimum workload criteria specified in all cases.

Number 13 Academic position holders whose performances are below the workload standards of academic position holders under this Regulation. It shall be considered as follows:

13.1 Academic position holders who are institute employees shall be considered for a merit increase in each fiscal year at less than 2% of the normal calculation base as announced by the Institute.

13.2 Academic position holders who are government officials in higher education institutions shall be considered for a salary increase not exceeding 2 percent in each fiscal year.

Number 14 The Vice-President assigned to supervise the Chumphon Khet Udomsak campus or Head of Academic Division shall be responsible for supervising, monitoring and ensuring the accuracy of a performance report to meet the workload standards of academic position holders.

Number 15 In the case of problems in complying with this Regulation, the KMITL Personnel Administration Committee shall make a judgement that shall be complied with. If there is any dispute regarding compliance with the judgement of P.A.C. KMITL, it shall be submitted to the Institute Council for consideration and the judgement of the Institute Council shall be final.

Number 16 The President shall be in charge of this Regulation and shall have the power to issue discipline, notifications, or stipulation of the Institute which are not contrary to this Regulation with the approval of P.A.C. KMITL.

Issued on the 21<sup>st</sup> day of June B.E. 2566

(Adjunct Professor Kittipong Kittayarak)

President of the Council of King Mongkut's Institute of Technology Ladkrabang