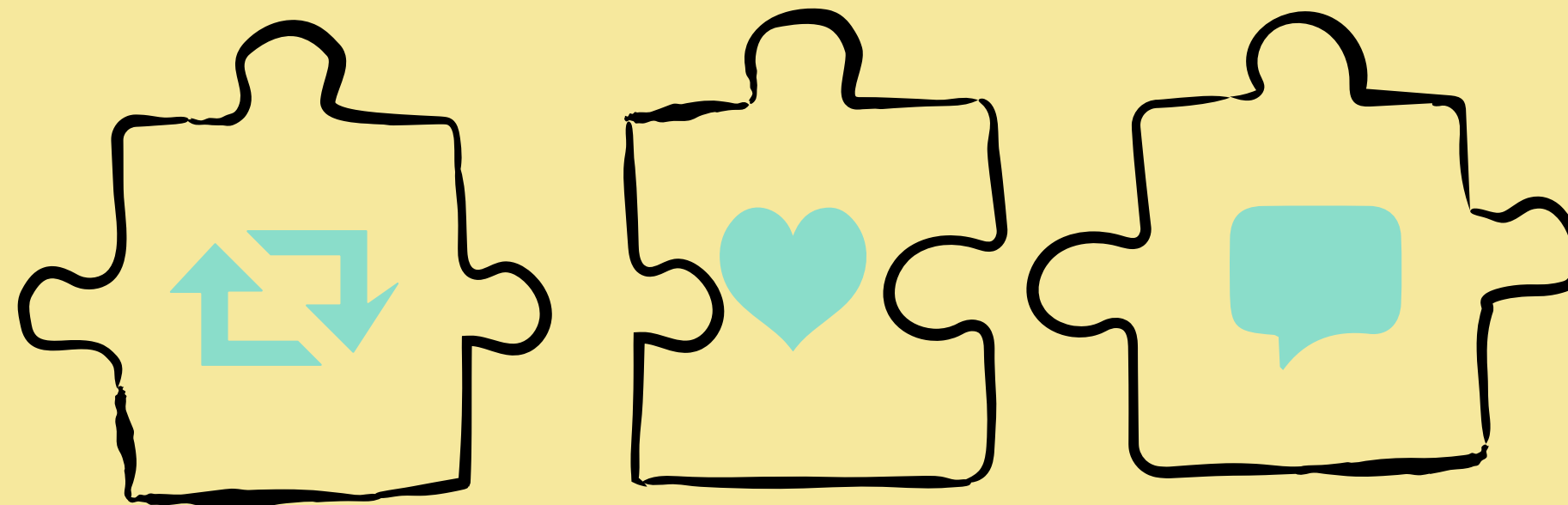


Meeting with the Academic Staff

Year 2025



Workload Standards for Academic Staff 2025



Minimum Workload

Regular Track Teaching Workload

180

hours / academic year

and

Workload besides teaching workload

Lecturer	Pre-Level
Assistant Professor	Level 1
Associate Professor	Level 2
Professor	Level 3

Special Track Teaching Workload

90

hours / academic year

and

Workload besides teaching workload

Lecturer	Level 2
Assistant Professor	Level 3
Associate Professor	Level 4
Professor	Level 5

For new academic position holders appointed in a fiscal year, the minimum workload criteria shall be waived for a period of 2 evaluation cycles.

Minimum Teaching Workload

Regular Track

Must teach **4**
courses per academic year

or

Equivalent to
180
hours/ academic year

Special Track

Must teach **2**
courses per academic year

or

Equivalent to
90
hours/ academic year

Teaching workload must be proportionally divided among academic staff who co-teach each course based on the actual teaching contribution.

Teaching workload for one course
does not include courses

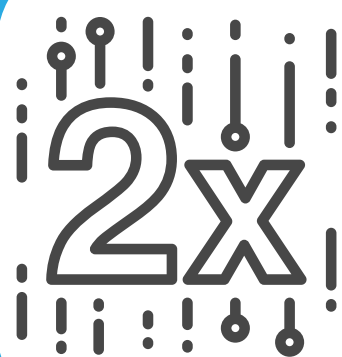
such as project, special problems, art thesis, undergraduate thesis, graduate thesis, cooperative education, seminar, or other courses with similar characteristics under different names.


Except

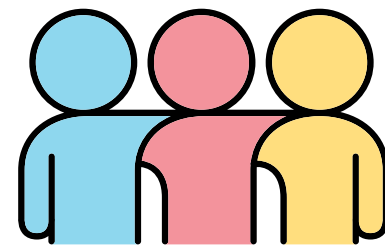
- Seminar courses that include theoretical instruction of **no less than 50%**.
- For Team Project courses and practicum teaching courses, teaching workload hours shall be calculated based on the actual proportion of teaching performed.

Teaching Workload

1 Practical course hours
are counted as half of
2 lecture hours.

 Courses in international programs **are counted as double** the teaching workload of regular programs.

 For courses with multiple instructors, teaching hours should be **allocated proportionally based on each person's actual teaching contribution.**



Teaching practicum courses shall be counted as **0.5** lecture hour per student per semester (**approximately 7.5 hours per student**). This can be used toward the minimum teaching workload, with a maximum of **3** students per semester allowed for this calculation.



Team Project courses where no compensation is claimed may be counted as teaching workload and used toward the minimum teaching hours. The workload is **calculated as 2.5 lecture hours per student per academic year**. A faculty member may advise up to 18 students per year. If there are co-advisors, the workload should be equally divided among them.



Independent Study (IS) courses at the graduate level shall be counted as 0.125 lecture hour per week.



Professional practicum courses in Educational Administration at the graduate level shall be counted as 0.125 lecture hour per student per week per academic year.

Workload for

project-based courses such as Project, Special Problems, Art Thesis, Senior Project, Thesis, Cooperative Education, or other similarly characterized courses where advisor compensation is not claimed:

Undergraduate Level

Can be counted in the DPBP system for up to

6

Each project can be counted as teaching workload equivalent to 0.25 lecture hours per week per semester, equivalent to 0.167 points per project, or used as income-generating work



Graduate Level

**Not counted
for workload
calculation.**

NUMBER OF STUDENTS AND TEACHING WORKLOAD CALCULATION

Undergraduate - Elective Courses		Graduate-Level Courses	
Number of Students (persons)	Workload Calculation (1 hour equals)	Number of Students	Workload Calculation (1 hour equals)
< 6	0.25	1	0.25
6 - 10	0.5	2	0.5
11 - 15	0.75	>= 3	1
>= 16	1		

Exception:
Elective courses within the program or major that do not involve group divisions and have been approved by the academic unit's committee – including course groups, modules, or credit-bearing training programs – shall have their student numbers calculated equivalent to those of compulsory courses in the curriculum.



NUMBER OF STUDENTS AND TEACHING WORKLOAD CALCULATION

THEORETICAL COURSES WITH LARGE STUDENT ENROLLMENT

Number of Students (persons)	Workload Calculation (1 hour equals)	Number of Students (persons)	Equivalent Teaching Hours (1 hour equals)
51 - 75	1.1	151 - 175	1.5
76 - 100	1.2	175 - 200	1.6
101 - 125	1.3	>= 201	1.7
126 - 150	1.4		



Workload besides Teaching Workload (Other Workload)

Research or Creative
Work in the Field of
Aesthetics and Art

Teaching Innovation

Community service
or reputation-
building work

Income-generating
activities

One piece of work

Eligible contributors may use the work



Minimum workload



Salary increment
points



Extra pay



Workload besides teaching workload to be counted as part of the minimum workload

1

piece of work

can be used for

2

individuals.

Research or Creative Work in the Field of Aesthetics and Art

Teaching Innovation

Community service or reputation-building work

EXCEPT

Income-generating activities
Except for the amount generated from income-generating activities

Lecturer

Asst. Prof.

Assoc. Prof.

Prof.

Pre-Level

Level 1

Level 2

Level 3

Level 4

Level 5

Level 6

Workload besides teaching workload to be counted as part of the minimum workload

1

piece of work

can be used for

2

individuals.

For research, only published works will be counted, and the contributor must be listed as First author, Corresponding author, or Last author.

The work must not have been previously submitted for utilization or received any compensation from the institution.

For academic journal editorial committee work within KMITL, committee members may be For works by the editorial board of the internal academic journal of KMITL, academic position holders who serve as editorial board members may be recognized as the primary contributors,

with a minimum of 2 and a maximum of 5 academic staff members eligible as primary contributors

(depending on the number of articles in the journal).



Workload besides Teaching Workload

Salary increment points

The percentage (%) of academic staff in the institution who contributed to the work must be specified.

Research or Creative
Work in the Field of
Aesthetics and Art

Teaching Innovation

Community service
or reputation-
building work

Income-generating
activities



Pre-Level
0 point

Level 1
2 point

Level 2
4 point

Level 3
6 point

Level 4
8 point

Level 5
10 point

Level 6
12 point

The work must not have been previously submitted for utilization or received any compensation from the institution.

Extra payment

The payment as compensation from the extra payment

This will begin on October 1 of the following fiscal year and continue until September 30 of that fiscal year (a period of 12 months).

1

can be used for

piece of work

1

individual.

Level 3
3,000 baht

Level 4
5,000 baht

Level 5
10,000 baht

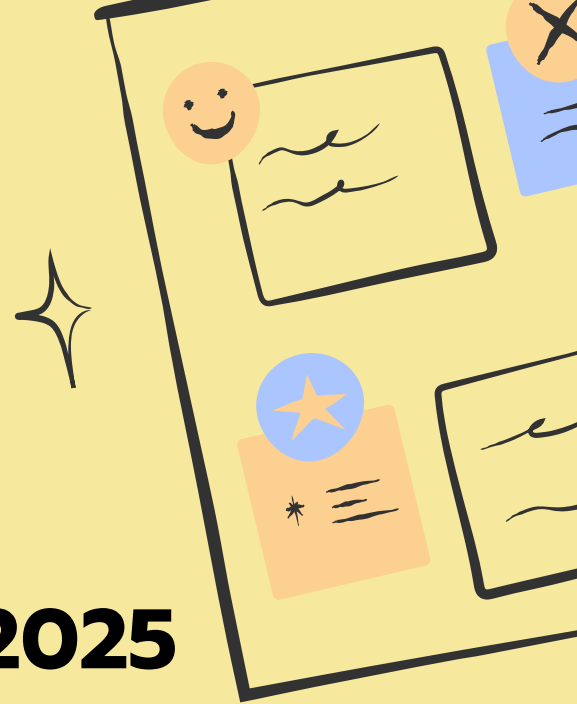
Level 6
15,000 baht



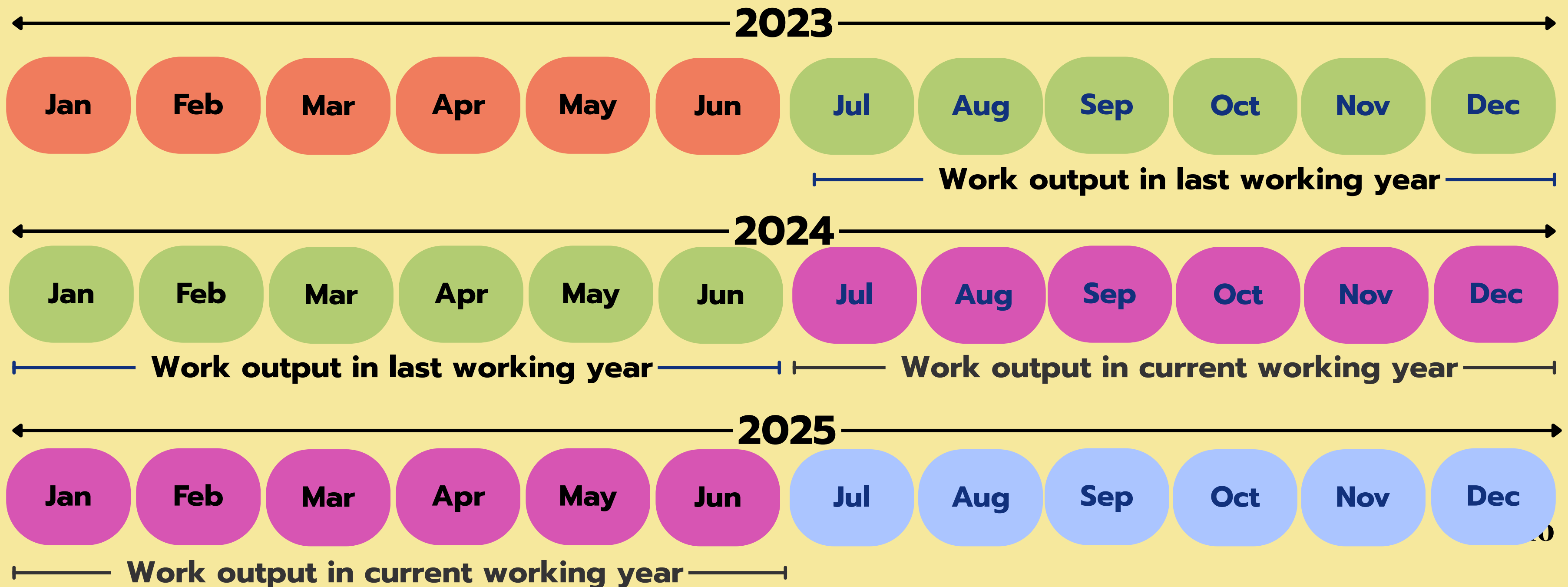
The work must not have been previously submitted for utilization or received any compensation from the institution.



Example of Time Calculation for Using Work Outputs Toward Minimum Requirement for Salary Increase / Special Wages / and Extra Pay



Evaluation Round for 2025 (B.E. 2568): From July 1, 2024 to June 30, 2025



Self-Evaluation for Salary Increment

1

The submitted work must never have been used for institutional benefit or received any compensation from the institute. **It can only be used once**, and must not be the work used to complete the submitter's degree. **However, works used in the DPBP system may be submitted for academic promotion.**

60

Those who meet the minimum workload requirement will receive a starting score of **60 points**.

70
30

The self-evaluation score can increase up to a maximum of **70 points**. An additional **30 points** may be awarded by the head of the academic division or the university president, in accordance with the academic unit's announcement.



In the case of teaching hours exceeding the minimum, but not more than **300 hours**, the excess hours can be converted to score at the rate of **45 hours per 1 point**.



If the excess teaching hours are eligible for compensation but the faculty member does not claim them, **the hours can be counted as income-generating work, following the specified criteria.**

If a faculty member is promoted to a higher academic rank during the evaluation year (by at least 7 months, i.e., before March 1 of the evaluation year), they may choose one of the following evaluation options:

Request evaluation using the current academic position

or

Request evaluation using the new academic position.

Note: HR will verify and notify the staff member to confirm their choice of academic rank for evaluation.

Foreign Academic Staff

There are two types of assigning workload.

Assigning workload in accordance with the institute's official announcement

or

Assigning workload **not in** accordance with the institute's official announcement

(Such workload must be approved by the Academic division committee and reported to the KMITL Personnel Administration Committee for acknowledgment)



Workload besides Teaching Workload

Works submitted in the DPBP system may also be used to **apply for academic position promotion**.



or

Works previously submitted for academic promotion can be used in the DPBP system — **provided that such works have not been previously used in the DPBP system.**

Works that have already been used to fulfill the minimum workload requirement **cannot be used for**

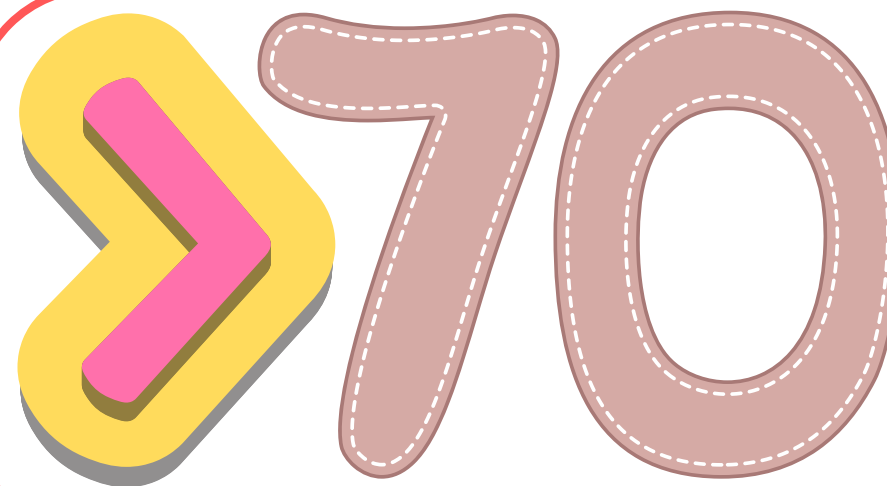
salary increase evaluations

special wages

extra pay

except

when those works fall under non-teaching responsibilities and **are at a higher level than the minimum requirement** for the current academic rank. In such cases, only the excess score (beyond the minimum) can be used toward salary increase calculations, **and must be used within the same evaluation cycle.**



For self-evaluation for salary increase by institutional staff, **a maximum of 70 points** may be used. If the total exceeds 70 points, **the excess points may be carried forward to the next evaluation year only.**

If an academic staff **fails to meet the minimum workload requirement**, they will receive a score of **less than 60 points**. In the case of failing to meet the minimum workload **for three consecutive evaluation cycles**, the individual will be dismissed from their position at the institution.

If the minimum workload requirement is not met in a given evaluation year, the staff will be eligible for a salary increase of **no more than 2% of the standard calculation base**.

Institutional staff is **required to log in to the system to record their workload in the electronic system** specified by the institution. Failure to record workload information within the specified timeframe **will result in ineligibility for any salary increase, special wages, or extra pay, under any circumstances**.

In the case where the evaluation form is filled out but not confirmed and submitted through the electronic system, the staff will automatically receive **no more than 30 points**.



Newly established academic units

shall be exempt from the minimum teaching workload requirement until instruction is provided to fourth-year students.

(This does not include academic units formed through the merger of existing units or KOSEN.)

For personnel who have been approved for maternity leave

the minimum teaching workload shall be reduced by half.



A formal notification must be submitted to HR within 15 days from the date of childbirth.

In the case of newly appointed staff

the minimum workload requirement shall be waived for two evaluation cycles.

Academic position holders

returning from full-time leave of 6 months or more shall be exempt from the minimum workload requirement for two evaluation cycles in their academic position.

Note: The right to be exempt from the minimum workload requirement will immediately end once the staff member who was granted the exemption enters the evaluation process for special wages.



SCORE CALCULATION FOR NOT MEETING MINIMUM WORKLOAD REQUIREMENTS

Teaching Workload		Other Workload Not Counted as the Minimum Requirement			
Lecture Hours	Score	Number of Works	Score	Number of Works	Score
1 - 45	6	1	2.5	6	15
46 - 90	12	2	5	7	17.5
91 - 135	18	3	7.5	8	20
136 - 179	24	4	10	9	22.5
>= 180	30	5	12.5	10	25

If other types of work meet the minimum workload criteria, 30 points will be awarded.

Note: In cases where there is no qualifying work that meets the minimum requirement, the maximum score must be less than 30 points.

Transitory Provisions

Individuals who were granted a minimum workload exemption under the previous announcement shall retain their exemption rights continuously.



In the case of appointment/holding a position **before 28 August 2018**

Lecturer/Researcher

Within 7 years

Assistant Professor

Within 9 years

Associate Professor

counting from 29 August 2018

counting from 29 August 2018

The annual salary increase shall not exceed 2% until the position of Assistant Professor is obtained.

The annual salary increase shall not exceed 2% until the position of Associate Professor is obtained.

In the case of appointment/holding a position between August 28, 2018 and May 1, 2022

Lecturer/Researcher

Within 7 years

Assistant Professor

Within 9 years

Associate Professor

The annual salary increase shall not exceed 2% until the position of Assistant Professor is obtained.

The annual salary increase shall not exceed 2% until the position of Associate Professor is obtained.

In the case of appointment/holding a position from May 2, 2022 onward

Lecturer/Researcher

Within 5 years

Assistant Professor

Within 7 years

Associate Professor

The annual salary increase shall not exceed 2% until the position of Assistant Professor is obtained.

The annual salary increase shall not exceed 2% until the position of Associate Professor is obtained.

