



AIHD No.78/ 569
ASEAN Institute for Health Development
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20 April 2022

To whom it may concern,
Title: Guidelines for renewing employment contract

For renewing employment contract with appropriation and correctness, the ASEAN Institute for Health Development (AIHD), Mahidol University committee meeting resolution no. 4/2022 (B.E.2565), dated 19 April 2022 would like to set the guidelines as the following;

1. Guidelines for consideration on renewing employment contract
 - 1.1 The average of the 6 retroactive Performance Agreement (PA) evaluations with the results of the total score for Performance and Core Competency not lower than "Good Level"
 - 1.2 In case, the appraisee does not have the 6 retroactive Performance Agreement (PA) evaluations, available Performance Agreement (PA) evaluations will be considered and the result should be mostly in agreement with the ASEAN Institute for Health Development (AIHD), Mahidol University committee for renewal employment contract
2. Employment contract duration

Level		Employment contract duration
Excellent	90.0 - 100 points	5 years
Very Good	80.0 – 89.9 points	3 – 4 years
Good	70.0 – 79.9 points	1 – 2 years
3. Guidelines for consideration on **non-renewing** employment contract of university staff whose contract will end from ASEAN Institute for Health Development (AIHD), the appraisee will be considered through the guidelines for renewing the employment contract of Mahidol University (Sor Thor 0517/ Wor6818, dated 29 September 2014) and appendix of the guidelines on non-renewing employment contract of university staff with affiliation (Guidelines were proposed on Human Resources Management committee meeting no. 16/2557 (B.E. 2014), dated on 10 September 2014)

Yours Sincerely,

Assoc. Prof. Dr. Phudith Tejavaddhana, M.D.
Director of ASEAN Institute for Health Development
Mahidol University



Sor Thor 0517/Wor 6818

Date 29 September 2014 (B.E.2557)

Dear Dean/Director

Title: Guidelines for renewal and non-renewal of employment contract of university staff

To consider the renewal and non-renewal of employment contract of university staff with appropriation and correctness, Human Resources Management committee has approved the resolution on the guidelines for renewal and non-renewal of employment contract of university staff from the meeting no. 17/ 2014 (B.E.2557), dated 10 September 2014 (B.E.2557) as following;

1. To consider the renewal of employment contract refer to Mahidol University announcement, titled: Principles and procedures on recruitment and selection, appointment, and probation of university staff 2013 (B.E.2556) as follows;

“The university staff who have completed working full term of contract duration and not renewing the

employment contract will be terminated from university staff position on the last date of employment contract onwards”

In case, the affiliation considers renewing the employment contract of university staff, the affiliation should **refer to the previous performance agreement result for consideration.**

2. In case, the affiliation already has the guidelines for renewal and non-renewal of the employment contract of university staff, it should be considered according to the principles and procedure no.1 and set appropriate and suitable guidelines with clear information such as reasons for non-renewal of employment contract, duration, and procedures.

Moreover, to consider the renewal and non-renewal of employment contract of university staff, the affiliation should have effective communication between supervisor and university staff and inform the feedback to the university staff.

In this regard, the affiliation should inform the guidelines from the above-mentioned points in no.1 and no.2 to university staff for acknowledgement.

Sincerely,

Prof. Dr. Suwanna Ruangchanasetr, M.D.

Vice President

Appendix

Guidelines for non-renewal of university staff contract

(Proposed by Human Resources Management Committees meeting no.16/2557,
dated 10 September 2014 B.E.2557)

1. To consider non-renewal of university staff contract refer to the reason or other reasons as the following;
 - (1) Caused by a change in affiliation
 - a. To revise the structure by dissolving affiliation /work or position
 - b. To adjust working procedure, methodology, and work-load of affiliation that affected the renewal contractIn case of non-renewal of the contract refer to no.1 (1), the affiliation should consider it based on Good Governance and working opportunity
 - (2) Caused by work performance or behavior
 - a. To finish the work according to work agreement
 - b. To report the work performance lower than "Good" level or affiliation's stipulation
 - c. To behave inappropriately that has caused work effectiveness e.g. absence, leaving while on duty, arriving late/ leaving earlier than the stipulated time
 - d. Having a health problem that caused work ineffectivenessTo stipulate the quantity of no.1(2) (b.) and 1(2) (c.) or conditions that will be executed under the affiliation's announcement
 - (3) Other causes
Affiliation can stipulate and launch affiliation's announcement
2. To consider non-renewal of contract, affiliation should have completed the consideration process and should inform the appraisee before 30 days of contract termination.
3. Affiliation should appoint a committee to consider, evaluate, collect data, and be willing to listen to the declaration from university staff and related person, or evaluate the appropriateness of renewal or non-renewal of contract in accordance with the affiliation.
4. In case, university staff suspect that the affiliation considered injustice, university staff can propose appeal and complaint according to Mahidol University regulation.