



AIHD No. 911

ASEAN Institute for Health Development

Mahidol University

999 Salaya Phuttamonthon,

Nakhon Pathom, 73170

July 2024

To AIHD academic staff,

Title: Guidelines for Workload and Weight Criteria for Academic Staff for the 2025  
Performance Evaluation (B.E. 2568)

According to the Mahidol University Regulations on Principles and Guidelines for Working Performance Evaluation for Staff 2022 (B.E.2565), dated 3 May 2022, the regulations have been revised. These regulations outline goals, indicators, weights, assessment criteria, or evidence required to clearly and appropriately represent the work achievement. A meeting on the AIHD Performance Agreement was held on 24 April 2024 from 1.00 – 4.00 hrs. at Boonsiri Hall to clarify the Performance Agreement and to consider the workload weights for academic staff for the Working Performance Evaluation in 2025 (B.E.2568), and the AIHD committee meeting passed a resolution no.5/2567 dated 24 May 2024. In this regard, the following revised workload and weight criteria for academic staff are to be considered for work performance evaluation;

1. The ASEAN Institute for Health Development letter no.78.1119, titled “Guidelines of weight criteria for academic staff”, dated 22 July 2022 is hereby canceled.

2. The workload and weight criteria for academic staff (total workload 100%) are as follows;

**Lecturer**

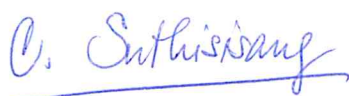
Workload		Weight
1	Supporting strategic plan and/or action plan of university and institute	15 – 40 %
2	Main job responsibilities (teaching work, research work, and academic services)	35 -70 %
3	Work assignments	10 – 20 %
4	Social activities for institute / university	5 %

## Researcher

Workload		Weight
1	Supporting strategic plan and/or action plan of university and institute	15 – 40 %
2	Main job responsibilities (research work)	50 – 70 %
3	Work assignments	10 – 20 %
4	Social activities for institute / university	5 %

Thank you for your attention and cooperation.

Sincerely yours,



Assoc. Prof. Dr. Chuthamanee Suthisisang

Acting for Director of ASEAN Institute for Health Development

Mahidol University