

**Chulalongkorn University Regulations
On Personnel Management
B.E. 2557 (2014)**

As it is deemed appropriate to update Chulalongkorn University Regulations on Personnel Management to ensure its systematization, effectiveness, and good governance,

By virtue of Articles 21 (3) and 46 of Chulalongkorn University Act B.E. 2551 (2008), the University Council at its 766th meeting on 27th February, B.E. 2557 (2014) has approved the regulations as follows:

Article 1: These regulations shall be called the “Chulalongkorn University Regulations on Personnel Management B.E. 2557 (2014)”.

Article 2: These regulations shall come into effect on 1st April, B.E. 2557 (2014).

Article 3: The following regulations shall be repealed:

- (1) Chulalongkorn University Regulations on Personnel Management B.E. 2551 (2008);
- (2) Chulalongkorn University Regulations on Personnel Management (No. 2) B.E. 2554 (2011);
- (3) Chulalongkorn University Regulations on Personnel Management (No. 3) B.E. 2555 (2012);

All other regulations, rules, and announcements subsumed in the aforementioned regulations or which either contradict or conflict with these regulations shall be replaced by these regulations.

Article 4: In these regulations,

“University employee” means a Chulalongkorn University employee

“Personnel” means university employees, civil servants, staff of government agencies working at the university and university workers

“Policy Committee” means the Policy Committee for Personnel Management, Chulalongkorn University Council

“Administrative Committee” means the Administrative Committee for Personnel Management

“Appeal Committee” means the Appeal and Grievance Committee for Personnel Management

“Chief of work section” means a dean, a director of an institute or a director of an office equivalent to a work section

“Administrative Committee of work section” means an administrative committee of a faculty, a school or a college, and including an administrative committee of an institute or a work section by another name.

Article 5: These regulations shall not apply to those holding the following positions or performing the following operations:

- (1) Special academic titles, i.e., Distinguished Professor, Chair Professor, and Visiting Professor;
- (2) Specialized work, e.g., Legal Advisor, Financial Advisor, Supply Advisor, etc.;
- (3) Special positions or operations, e.g., temporary employee, employee under other rules, officers specifically hired for research projects or academic services projects, etc.

(4) Higher-level executives, i.e. President, Vice Presidents, Deans, Directors of Institutes, and Directors of Offices equivalent to work sections.

Article 6: For any execution stipulated by these regulations as an authority and a responsibility of the Administrative Committee of a work section, the Administrative Committee shall act for those work sections without an administrative committee.

Article 7: Should there be any problem in the interpretation or execution of these regulations, the Administrative Committee should report the issue to the Policy Committee for adjudication.

Article 8: The President shall oversee the enactment of these regulations.

The President, with the Policy Committee's approval, shall be authorized to issue University rules or announcements necessary for the enactment of these regulations.

The President, with the Administrative Committee's approval, shall be authorized to issue University announcements necessary for the enactment of these regulations.

In case of justifiable cause or necessity, the University Council may resolve to suspend or exempt the execution of these regulations.

Chapter 1 Committees

Article 9: The University Council shall appoint a committee called "Personnel Policy Committee of Chulalongkorn University Council" comprising an expert member of the University Council as its chairperson, the President, the President of Faculty Senate, a member of the University Council who is a faculty member elected among themselves and three to five individuals who are not working at the university as members, with a Vice President as its secretary and possibly one or two assistant(s) to the secretary.

The chair and members of the committee shall hold office for a term of three years.

Article 10: The Policy Committee is authorized and responsible for the following:

- (1) Proposing personnel management and development policies to the University Council;
- (2) Approving the monitoring and evaluation system for personnel management and development in accordance with these regulations;
- (3) Monitoring and evaluating personnel management and development, and presenting the conclusions and recommendations to the University Council for consideration and approval;
- (4) Proposing each work section's staffing framework and the employee's minimum workload criteria to the University Council for consideration and approval;
- (5) Proposing the university employees' payroll to the University Council for consideration and approval;
- (6) Setting criteria and procedures necessary for personnel management and development in accordance with these regulations, publishing them in the university rules;
- (7) Screening personnel management and development tasks to be proposed to the University Council;

- (8) Reporting on its operations to the University Council on an annual basis;
- (9) Determining issues concerning any execution of these regulations;
- (10) Performing other duties assigned by the University Council.

Article 11: The University Council, as recommended by the President, shall appoint the “Administrative Committee for Personnel Management,” comprising the President as the chairperson, and six to eight members, with the Director of the Office of Human Resources Management as the secretary, and the Director of Personnel Management Department as the assistant to the secretary.

The committee members in the first clause shall include, at a minimum, a representative of the Dean or Director of the Institute, a representative of the Director of the Office, a representative of the Faculty Senate, and an external member who is an expert in personnel management.

The chairperson and members of the committee shall hold office for a term of two years.

Article 12: The Administrative Committee shall be authorized and responsible for the University’s personnel management and development, as well as the following:

- (1) Overseeing personnel management in accordance with the university laws, regulations, rules, and announcements;
- (2) Proposing each work section’s staffing framework and the employee’s minimum workload criteria to the Policy Committee;
- (3) Proposing the university employees’ payroll to the Policy Committee;
- (4) Setting job position standards;
- (5) Configuring templates for probationary period contracts, employment contracts, and other contracts related to personnel management of university employees, leave request forms, and other documents related to the execution of these regulations;
- (6) Approving the employment of university employees as well as setting the rates of their starting salaries and minimum workloads;
- (7) Approving the adjustment of the employment of university employees within the capacity of each work section’s staffing framework;
- (8) Setting up the personnel development system and overseeing the work sections’ constant operations in personnel development;
- (9) Considering cases for severe disciplinary actions;
- (10) Reporting on its operations to the University Council on an annual basis;
- (11) Appointing subcommittees, working groups, or individual(s) to perform certain operation(s) within the scope of its authority and responsibility, authorizing them to perform aforementioned operation(s) and to report to the Administrative Committee;
- (12) Performing other duties assigned by the Policy Committee or University Council.

Chapter 2

General Criteria on University Employee

Article 13: University employees are in two categories as follows:

- (1) University academic employees;
- (2) University operational employees.

Article 14: Any individual hired as a university employee must adhere to the constitutional monarchy and have the following qualifications:

- (1) Being at least 18 years old;
- (2) Not being insane, mentally impaired, incompetent, quasi-incompetent, or having a disease as stipulated in the university announcement on the matter;
- (3) Not being suspended from work or government service or temporarily discharged from government service;
- (4) Not holding a political position, not being a political party's executive board member or officer;
- (5) Having never been sentenced to imprisonment, except for a negligent offence;
- (6) Having never faced a disciplinary action of discharge or dismissal by virtue of these regulations, or having never faced a disciplinary action of discharge or dismissal or having his or her contract terminated due to serious misconduct by virtue of other regulations, rules, and announcements in effect before these regulations became effective;
- (7) Having never been discharged or dismissed from a government agency, a state enterprise, a private agency, or an international organization;
- (8) Having never been misconducted in any government agency or university recruitment procedure or examinations;
- (9) Having good morals.

When it is deemed necessary and for the University's benefit, the Administrative Committee may exempt certain qualifications or require additional ones.

Article 15: The number of employees in each category at each work section shall be in line with the staffing framework determined by the University Council, taking into special consideration characteristics, missions, duties, responsibilities, quantity, and quality of work.

Article 16: The Administrative Committee shall set all job position standards, which include, at a minimum, their categories, job titles, duties and responsibilities, specific qualifications, and required skills for certain positions, and publish them in university announcements.

Article 17: Each work section shall recruit, select, employ, and appoint university employees in accordance with the relevant criteria and procedures stipulated in the university rules.

Article 18: The President shall order the employment and appointment of university employees and sign their employment contracts. The President may authorize a Vice President or the Chief of a work section to act on his or her behalf.

Article 19: University employees must work according to their job descriptions, minimum workloads, and assignments.

Article 20: University employees must agree to probationary period contracts for one year, exception of those university employees previously on other contracts. During the probationary period, the University may consider terminating the probationary period contracts if it is deemed appropriate.

Probationary period contracts should follow the templates set by the Administrative Committee.

The Administrative Committee may resolve to exempt a university employee from the probationary period in accordance with the criteria stipulated in the university rules.

Article 21: Each work section shall conduct the first performance evaluation of the employee's probationary period within four months from its commencement date.

If the employee passes the first performance evaluation, he or she shall continue the probationary work period. The work section shall then conduct the second performance evaluation within nine months from the commencement date of the probationary period.

If the employee passes both performance evaluations, he or she shall be offered an employment contract at the end of the probationary period.

Article 22: As enforced by Article 23, the beginning and end of one's employment are in accordance with his or her employment contract.

Employment contracts should follow the templates set by the Administrative Committee.

Article 23: The University can make an employee's contract up until the last day of the fiscal year in which he or she turns 60 years old.

Article 24: When it is deemed highly necessary and for the University's benefit, the Administrative Committee may hire an individual who is older than 60 years of age to work as a university employee outside of the staffing framework on an annual contract. The said employee should undergo a mental and physical examination to guarantee his or her full work ability, in addition to academic work or other work as appropriate for that position, in accordance with the criteria and procedures stipulated in the university rules.

Article 25: Each work section shall be authorized and responsible for overseeing and administering its university employees' operations in accordance with their probationary period and employment contracts.

Chapter 3

University Academic Employee

Article 26: University academic employees are in three groups as follows:

- (1) Faculty members
- (2) Demonstration School teaching staff
- (3) Researchers

Article 27: In addition to the qualifications in Article 14, the university academic employee who is either a faculty member or a researcher must hold a doctoral degree or equivalent.

If the university academic employee who is a faculty member cannot comply with the first clause due to a certain reason or necessity, the Policy Committee shall consider resolving the matter on a case-by-case basis.

Article 28: University academic employees who are faculty members hold the following academic titles:

- (1) Professor;
- (2) Associate Professor;

(3) Assistant Professor;

(4) Lecturer.

Appointment of university academic employees who are faculty members as Professor, Associate Professor, and Assistant Professor shall comply with the university regulations on the matter.

Article 29: A university academic employee who is a faculty member can be employed and appointed to be affiliated with more than one work section and called a “multiple-affiliation faculty member” according to the criteria and procedures stipulated in the university rules.

Article 30: The operations of university academic employees who are faculty members are of two types as follows:

(1) Faculty members with minimum workloads according to the workload criteria set by the University Council;

(2) Part-time faculty members with lower workloads than those in the workload criteria set by the University Council.

Article 31: In the appointment of a full-time faculty member to the title of lecturer, the employment contract shall be for the period of three years.

When the contract in the first clause expires, if the lecturer has not yet been promoted to a higher academic title, up to two extension contracts can be made, each for no more than two years.

When the contracts in the second clause expire, if the lecturer has not yet been promoted to a higher academic title, the administrative committee of his or her work section shall give its opinion to the Administrative Committee for Personnel Management who shall then resolve to terminate or cancel his or her employment, transfer his or her to another position or perform another action as the Administrative Committee for Personnel Management deems appropriate.

Article 32: In the appointment of a full-time faculty member to the title of assistant professor, the employment contract shall be for the period of five years.

When the contract in the first clause expires, if the assistant professor has not yet been promoted to a higher academic title, up to two extension contracts can be made, each for a period of no more than three years.

When the contracts in the second clause expire, if the lecturer has not yet been promoted to a higher academic title, the administrative committee of his or her work section shall give its opinion to the Administrative Committee for Personnel Management who shall then resolve to terminate or cancel his or her employment, transfer him or her to another position or perform another action as the Administrative Committee for Personnel Management deems appropriate.

Article 33: In the appointment of a full-time faculty member to the title of associate professor or professor, the employment contract shall be for the period up until the last day of the fiscal year when he or she turns 60 years of age.

For the University’s benefit, the University may make an extension contract for the professor who retires in the first clause for the period of no more than five years up until the last day of the fiscal year when he or she turns 65 years of age, as part of his or her work section’s staffing framework and in accordance with the criteria and procedures stipulated in the university rules.

Article 34: The Administrative Committee shall consider appointing part-time faculty members on a case-by-case basis when it is deemed necessary and beneficial to the University.

The part-time faculty members' workloads and working hours shall be determined by the Administrative Committee of their work sections.

Article 35: In the appointment of a part-time faculty member, his or her employment contract shall be as follows:

- (1) A lecturer's contract shall be for the period of no more than three years;
- (2) An assistant professor's or an associate professor's contract shall be for the period of no more than five years;
- (3) A professor's contract shall be for the period of no more than seven years.

At the end of the contract in the first clause, another contract can be made for the same time periods.

Article 36: Part-time faculty members can be promoted to higher academic titles as stipulated in the university regulations on the matter.

Article 37: University academic employees who are Demonstration School teaching staff hold the following titles:

- (1) Demonstration School Teacher, Senior Expert Level;
- (2) Demonstration School Teacher, Expert Level;
- (3) Demonstration School Teacher, Professional Level;
- (4) Demonstration School Teacher.

Appointment of university academic employees who are Demonstration School teaching staff to the Professional, Expert, and Senior Expert levels shall comply with the university regulations on the matter.

In the making of employment contracts for university academic employees who are Demonstration School teaching staff, Article 45 shall be enforced *mutatis mutandis*.

A university academic employee who is a Demonstration School teaching staff member can change his or her status to that of a faculty member if it is demanded by a faculty, provided that he or she has all the qualifications and a minimum workload for the title of a lecturer. The making of the new employment contract shall comply with the relevant criteria for university academic employees who are faculty members.

Article 38: University academic employees who are researchers hold the following titles:

- (1) Distinguished Researcher
- (2) Expert Researcher
- (3) Senior Researcher
- (4) Researcher

Appointment of university academic employees who are researchers as Senior Researcher, Expert Researcher, or Distinguished Researcher shall comply with the university regulations on the matter.

In the making of employment contracts for university academic employees who are researchers, Articles 31, 32, and 33 shall be enforced *mutatis mutandis*.

Article 39: Workloads for university academic employees are as follows:

- (1) Faculty members' workloads comprise teaching, research, student development, academic services, administrative and general affairs;
- (2) Demonstration School teaching staff's workloads comprise teaching school students or teaching school and university students, research, school student development or school and university student development, academic services, administrative and general affairs;
- (3) Researchers' workloads comprise research or research and teaching, academic services, administrative and general affairs.

The criteria for each group's minimum workload and outcome in the first clause shall be determined by the University Council, given that the weekly total is no fewer than 35 units.

Chapter 4

University Operational Employee

Article 40: University operational employees are in three groups as follows:

- (1) Management group
- (2) Operational and professional group
- (3) Services group

Article 41: University operational employees in the management group are in the following positions:

- (1) Director of Administration in the Chulalongkorn University Office;
- (2) Office Director in the Chulalongkorn University Council Office;
- (3) Department Director in a work section or an administration office, or Department Director in a center under the supervision of the university, or Center Director in the Chulalongkorn University Office;
- (4) Director of Administration or Director of Academic Affairs Department in a faculty, a school, a college, or an institution;
- (5) Others as determined by the Administrative Committee.

Article 42: University operational employees in the operational and professional group are in the following positions:

- (1) Officer
- (2) Assistant Researcher
- (3) Analytical Officer
- (4) Research and Testing Officer
- (5) Educator Officer
- (6) Information Services Officer
- (7) International Affairs Officer
- (8) Technical Services Officer
- (9) Specialized Professional
- (10) Others as determined by the Administrative Committee

The Specialized Professional positions in the first clause (9) refer to Doctor, Dentist, Veterinarian, Pharmacist, Nurse, Psychologist, Librarian, Information Scientist, Accountant, Legal Officer, Engineer,

Architects, Medical Services Officer, Sciences Services Officer, Computer System Officers and others as determined by the Administrative Committee.

Article 43: The positions of university operational employees in the services group shall be determined by the Administrative Committee.

Article 44: University operational employees in the operational and professional groups can be appointed to the following positions:

- (1) Expert (Advanced Level)
- (2) Expert (Intermediate Level)
- (3) Expert

Appointment of a university operational employee in the operational and professional groups to any position in the first clause shall comply with the university regulations on the matter.

Article 45: The term of a university operational employee's contract is as follows:

- (1) The first employment contract is for a period of three years;
- (2) The second employment contract is for a period of five years;
- (3) The subsequent contracts are for a period of no longer than 10 years.

Article 46: The Administrative Committee can determine certain university operational employee's contract be effective until the last day of the fiscal year when he or she turns 60 years of age and publishes it in a university announcement.

Article 47: In the case that a university operational employee changes his or her position, a new employment contract shall be made in accordance with the criteria stipulated in this chapter, and his or her total employment period shall continue from that of the previous contract.

Article 48: A university operational employee's workload comprises standard works specific to positions and others as assigned.

Minimum workload for each group in the first clause shall be determined by the University Council, given that the employees' output and outcome are evident and the weekly total is no fewer than 40 units.

The administrative committee of the relevant work section shall make an announcement on the working hours that fit the specified position or duty.

Chapter 5

Monthly Salary and Remuneration

Article 49: Any individual who has been employed and appointed as a university employee shall earn his or her first monthly salary at the starting rate in the payroll determined by the University Council, taking into account his or her qualification, experience, capability, achievement, as well as the shortage of professionals in the field.

The university can employ and appoint an individual with specialized knowledge, skills or experience as a university employee with a higher starting salary than that in the payroll.

Article 50: University employees can earn position-based allowances on top of their salaries.

Article 51: University employees can earn special remuneration other than their salaries when taking into consideration the following:

- (1) Performance evaluation results of the assigned work other than the minimum workload;
- (2) Qualification and experience in the field that is lacking professionals;
- (3) Other reasons and necessity for the university's benefit.

Article 52: For the annual salary raise, the administrative committee of the work section shall consider the performance evaluation result, provided that the new salary is not more than the highest rate for that position.

The administrative committee of the work section can resolve not to give a salary raise to any university employee whose performance evaluation result does not meet the criteria set by the administrative committee of the work section.

University employees who have worked for fewer than 12 months shall receive their salary raises proportionally. University employees in the probationary period shall not receive any salary raise.

Article 53: A part-time faculty member's salary shall be in proportion to his or her assigned workload and working hours. He or she can also earn a position-based allowance.

Article 54: In the case that university operational employees need to work overtime, they shall receive remuneration according to the university announcement on the matter.

Article 55: Criteria, procedures, and rates of salaries, position-based allowances and special remunerations, as well as annual salary raises in this chapter, shall comply with the university rules on the matter.

Chapter 6

Welfare and Benefits

Article 56: University employees are entitled to the group health insurance welfare provided by the university in addition to the medical welfare as stipulated in the Law on Social Security, except for those university employees who have changed their status from university civil servants and are already entitled to the medical welfare provided by the government.

Article 57: University employees are entitled to the following welfare:

- (1) Educational allowances for their children
- (2) Housing loan
- (3) Work-related accident medical benefits
- (4) Accident insurance in special or off-site operations

The university may provide other welfare in addition to those in the first clause.

The implementation of the first and second clauses shall comply with the criteria, procedures, and rates stipulated in the university rules on the matter.

Article 58: The benefit of university employees' children's enrollment in Chulalongkorn University Demonstration School shall comply with the university regulations on the matter.

Article 59: University employees can apply for Chulalongkorn University Provident Fund according to the criteria and procedures stipulated in its regulations. The university shall provide the employer contributions at a rate determined by the University Council.

Chapter 7 Performance Evaluation

Article 60: Each work section is responsible for the performance evaluation of its university employees to support the probationary period assessment, salary raises, changes of employment contracts, renewal of employment contracts, payment of special remunerations, and other benefits in personnel management.

The performance evaluation in the first clause shall proceed with transparency and accountability, taking into account the university employees' output, work quantity and quality, personal characteristics, efficiency and effectiveness, the work section's overall output and outcome as assigned in addition to the section's work progress.

Article 61: The Policy Committee shall set the criteria and procedures for the performance evaluation of university employees in line with the missions of the work sections, units, and positions, and publish them in the university rules.

The administrative committee of the relevant work section may set guidelines for the performance evaluation of their university employees, provided that these guidelines do not conflict with the criteria and procedures in the first clause.

Article 62: The Administrative Committee shall create standard performance evaluation forms and publish them in the university announcement.

Article 63: The performance evaluation of university employees is of three types:

- (1) Probationary period performance evaluation
- (2) Annual performance evaluation
- (3) Performance evaluation for contract renewal

Article 64: For the performance evaluation of university employees, the administrative committee of the relevant work section shall appoint a committee with a chairperson and two to four members.

For the work section without an administrative committee, the Administrative Committee for Personnel Management shall appoint a committee as stipulated in the first clause, who shall then proceed with the performance evaluation of university employees of that work section.

Members of the committee in the first clause shall hold a higher position than that of the evaluated employee(s), and at least one committee member must be from another work section.

Article 65: The performance evaluation shall be conducted in accordance with the university employee's assignment sheet.

Article 66: Each work section shall set its goals, objectives, and criteria of evaluation in accordance with its mission, specific sections, and work positions, as well as assignment sheets, taking into account:

- (1) Output
 - (1.1) Quantity
 - (1.2) Quality
- (2) Personal characteristics

The ratio between (1) and (2) must comply with the nature of that position.

For the performance evaluation detailed in the first clause, the evaluator(s) shall seek information from the executive of the relevant work section, the evaluated employees' supervisor, those who receive services from them as well as their work colleagues.

Article 67: The university employee's immediate supervisor shall notify the evaluated employee in advance of the goals, criteria, and procedures of evaluation, as well as the evaluation score proportion.

Article 68: The university employee's immediate supervisor shall provide information on the evaluated employee's performance to the committee in Article 64.

Article 69: The second performance evaluation and the performance evaluation for contract renewal shall be completed at least three months prior to the end of the contract.

The annual performance evaluation shall be conducted every six months.

Article 70: The evaluation results are at six levels as follows:

- (1) Excellent
- (2) Very good
- (3) Good
- (4) Average
- (5) Poor
- (6) Low

The score for each level shall be according to the university rules on the matter.

Article 71: After the committee in Article 64 has completed the evaluation, they shall forward the results to the administrative committee of the relevant work section for consideration and approval, and then notify the Administrative Committee for Personnel Management. In the case that the committee recommends terminating or not renewing the contract, it shall be forwarded to the Administrative Committee for Personnel Management for consideration and approval.

Article 72: A university employee whose annual performance evaluation result is "low" shall have his or her employment contract terminated.

A university employee whose annual performance evaluation results are “poor” for two consecutive years shall have his or her employment contract terminated.

A university employee whose annual performance evaluation results are “average” or lower for three consecutive years shall have his or her employment contract terminated.

Article 73: Unless at the end or expiration of the employment contract, after the completion of the performance evaluation in this chapter, the immediate supervisor shall notify the evaluated employee of the evaluation results, strengths, and recommendations for improvement, as well as procedures for and period of performance improvement.

University employees are responsible for improving their work performance as recommended in their evaluation results.

Chapter 8 University Employee Development

Article 74: Each work section shall regularly develop its university employees in order to enhance the employees’ knowledge and skills, foster their good attitudes, morals and ethics, and increase the employees’ and the work section’s efficiency, taking into account demands, appropriateness, and competency of the university employees in different types, groups and positions.

The university employee development in the first clause shall focus on the employees’ competency. After the development process, the employees’ performance shall be monitored and evaluated.

Article 75: Knowledge and skill development of university employees may be organized as specialized courses in line with the workloads of each type, group, and position of university employees.

Article 76: University employees are responsible for increasing their competency in relation to their minimum workloads and assigned duties.

Chapter 9 Working Days, Holidays, and Leave Days

Article 77: Working days, weekends, public holidays, traditional holidays, and other holidays shall be determined by the Administrative Committee.

Article 78: University employees are entitled to the following leaves of absence:

- (1) Personal leave
- (2) Vacation leave
- (3) Sick leave
- (4) Leave for sterilization
- (5) Maternity leave
- (6) Paternity leave

- (7) Ordination or Hajj pilgrimage leave
- (8) Military leave
- (9) Sabbatical leave
- (10) Study leave, training leave, study trip or research trip leave

The number of days allowed for each type of leave and the employee's right to earn salary, position-based allowance, and special remuneration during the leave shall comply with the relevant criteria, procedures, and rates stipulated in the university rules.

Chapter 10

Discipline and Disciplinary Action

Article 79: University employees shall adhere to the university's Code of Conduct and Ethics and maintain their discipline according to the university regulations on the matter.

Violation of any code of conduct, ethics, or discipline shall be deemed either a disciplinary offence or a serious disciplinary offence according to the university regulations on the matter.

Article 80: Disciplinary actions against university employees are as follows:

- (1) Probation
- (2) Salary cut
- (3) Salary reduction
- (4) Discharge
- (5) Dismissal.

University employees who have committed serious offences shall be discharged or dismissed on a case-by-case basis.

In the case of dismissal, the employee's contract shall be terminated without any compensation.

In the case of discharge, the employee's contract shall be terminated with compensation.

In the case of salary reduction, the employee's monthly salary shall be reduced by no more than five per cent at a time.

In the case of a salary cut, the employee's monthly salary shall be cut by no more than five per cent at a time and for a period of no more than three consecutive months.

Article 81: For the university employees' minor offences, these disciplinary actions may be waived and substituted by verbal or written warnings.

Article 82: In the case that a university employee is alleged with adequate evidence to have committed a serious disciplinary offence, his or her supervisor shall present the case to the President, who shall appoint a committee comprising three to five members. This committee shall then proceed to investigate the case and submit its report to the Administrative Committee, who shall consider it and make a decision, and the President shall issue an order accordingly.

In the case that a university employee is alleged with adequate evidence to have committed a summary disciplinary offence, the chief of his or her work section shall investigate and order a disciplinary action against the employee as appropriate.

In the operation in the second clause, the chief of the work section may appoint a committee comprising three to five members to investigate the case and submit its report to the chief.

Prior to the appointment of this investigation committee, the supervisor may appoint an individual or a group of individuals to prove the validity of the evidence.

Criteria, procedures and conditions concerning the investigation shall be according to the university regulations on the matter.

Article 83: In the case that a university employee who has committed a summary disciplinary offence and confessed it either in written form to his or her supervisor or in verbal form to an appointed investigator or an investigating committee and the verbal confession has been transcribed and recorded, the chief of his or her work section can take disciplinary action against the employee without any investigation or with a suspension of investigation.

Article 84: The supervisor can take disciplinary action against the university employee who has committed an evident and serious offence without any investigation or with a suspension of investigation.

The characteristics of evident and serious offences are defined in the university announcement on the matter.

Article 85: The President shall be responsible for ordering disciplinary actions against an individual holding the title of Professor or Distinguished Researcher who has committed a serious disciplinary offence.

The chief of the relevant work section shall be authorized to order disciplinary action against the university employee who has committed a summary disciplinary except for the case of an individual holding the title of Professor or Distinguished Researcher, which should be forwarded to the President for consideration and order.

Article 86: During the time when the investigation into the university employee's serious disciplinary offence is in process, the President may order that the employee be suspended from work and not earn salaries, position-based allowances, and special remuneration. However, if the investigation proves that the employee has not committed said serious disciplinary offence, he or she shall receive all the withheld salaries, position-based allowances, and special remunerations.

Chapter 11

Appeal and Grievance

Article 87: The University Council shall appoint the "Appeal and Grievance Committee for Personnel Management" comprising:

- (1) An expert member of the University Council as chairperson;
- (2) A legal specialist as a member;
- (3) A personnel management specialist as a member;
- (4) A university academic employee representative selected from the list of nominees as a member;

(5) A university operational employee representative selected from the list of nominees as a member.

The Appeal Committee members specified in (1), (2), and (3) shall appoint a legal officer or a legal expert as a secretary and may also appoint one or two assistants to the secretary.

The term of office for the Appeal Committee members specified in (1), (2), and (3) and the term of the nominees specified in (4) and (5) shall be two years. Nonetheless, their responsibilities shall continue until their investigation into the appeal or grievance cases has ended.

The Faculty Senate shall propose a list of 20 university academic employees whose qualifications and conduct befit the standards of the Appeal Committee member in (4) to the University Council. During the selection process, the Faculty Senate shall also hear the opinions of the Administrative Committees of work sections. The University Council shall then select 10 nominees from this list to be included in the final list of university academic employee representatives for the Appeal Committee.

An appointed committee shall take responsibility for providing a list of 20 university operational employees whose qualifications and conduct befit the standards of the Appeal Committee member in (5) to the University Council. During the selection process, this committee shall also hear the opinions of the administrative committees of work sections. The University Council shall then select 10 nominees from this list to be included in the final list of university operational employee representatives for the Appeal Committee.

The criteria and procedure for creating the nominee lists specified in the fourth and fifth clauses shall comply with the university regulations on the matter.

Article 88: Any university personnel who may perceive unfair treatment during his or her performance evaluation, unjustified refusal to extend contract, unjustified termination of contract, or unjust disciplinary action is entitled to lodge an appeal to the Appeal Committee within a period of 30 days after the notification of the incident.

Article 89: Any university employee who may perceive unfair treatment or have unsettled concerns due to his or her supervisor's actions or orders is entitled to lodge a grievance to the Appeal Committee within a period of 30 days after he/she becomes aware of the issue.

Article 90: When there is an appeal or a grievance case as detailed in this chapter, members of the Appeal Committee specified in Article 87 (1), (2) and (3) shall select one person from each of the two lists specified in Article 87 (4) and (5) to form an Appeal Committee for the case. This Appeal Committee shall operate with appropriateness and fairness in the investigation into the appeal or grievance case, which shall be completed within a period of 90 days after receiving it. If it is deemed reasonable and necessary, the University Council may extend the investigation for another period of no more than 90 days.

When the Appeal Committee makes its final decision, the President, the relevant Chief of work section, or authorized committee shall give an order to proceed accordingly.

Article 91: The criteria, procedures and conditions of the investigation into an appeal or grievance case shall comply with the university regulations on the matter.

Chapter 12

Termination of University Employee Status

Article 92: The university employee status shall be terminated under the following circumstances:

- (1) Death
- (2) Resignation
- (3) Expiration of contract
- (4) Failing the probation evaluation
- (5) Termination of contract
- (6) A disciplinary action of discharge or dismissal

Article 93: When the university employee's status is about to be terminated according to Article 92 (4) and (5), he/she must be notified at least one month in advance prior to the salary payment date of his/her intended termination of university employee status date.

In the case that the university employee is not notified in advance or is notified later than the period specified in the first clause, he/she is entitled to a remuneration equal to his or her one-month salary.

Article 94: Any university employee whose termination of status is due to a cause other than death or resignation is entitled to compensation at the following rates:

- (1) Having worked consecutively for at least 120 days but less than a year, compensation of one month's salary;
- (2) Having worked consecutively for at least one year but less than three years, compensation of three months ' salary;
- (3) Having worked consecutively for at least three years but less than six years, compensation of six months ' salary;
- (4) Having worked consecutively for at least six years but less than 10 years, compensation of eight months ' salary;
- (5) Having worked consecutively for at least 10 years, compensation of 10 months ' salary.

In the case that the university employee dies while working or that his or her death is work-related, or that the deceased has been working diligently to the best of his or her ability, the Administrative Committee may consider giving compensation in the first clause to the university employee's legal heir.

Article 95: The University is not required to give any compensation to the university employee whose contract is terminated because:

- (1) The employee has committed corruption or a willful criminal offence against the university;
- (2) The employee has deliberately caused damage to the university;
- (3) The employee's negligent act has caused serious damage to the university;
- (4) The employee has violated either a work regulation or the supervisor's lawful and fair rule or order and has been warned by the supervisor in writing, except for the case of a serious offence in which the supervisor's warning is not necessary. The warning letter is valid for no more than a year after the misconduct;

(5) The employer has neglected his or her duty for a consecutive period of three or more working days, with or without a holiday, without a valid reason;

(6) The employer has received a final verdict of a prison sentence, except for negligence or a minor offence.

Transitory Provisions

Article 96: The Policy Committee for Personnel Management, Chulalongkorn University Council, and the Administrative Committee for Personnel Management, which have existed before these regulations come into effect, shall remain the Policy Committee for Personnel Management, Chulalongkorn University Council and the Administrative Committee for Personnel Management by virtue of these regulations and continue until the end of their terms.

Article 97: University employees who have been employed and appointed by virtue of the Chulalongkorn University Regulations on Personnel Management B.E. 2551 (2008) and their subsequent revisions shall retain their university employee status according to these regulations.

University operational employees who are researchers with all the qualifications stipulated in these regulations shall have their status changed to that of university academic employees who are researchers according to these regulations.

Article 98: University academic employees employed and appointed by virtue of the Chulalongkorn University Rules on University Employee Personnel Management B.E. 2539 (1996) shall have an exemption from the doctoral degree requirement specifically and individually.

University support employees in the position of Educational Services Officer (Research) employed and appointed by virtue of the Chulalongkorn University Rules on University Employee Personnel Management B.E. 2539 (1996) and subsequently employed and appointed as university operational employees in the position of Researcher with a doctoral degree requirement specifically and individually exempted by virtue of the Chulalongkorn University Regulations on Personnel Management B.E. 2551 (2008) shall then be specifically and individually employed and appointed as university operational employees in the position of Researcher.

Article 99: The annual performance evaluation of university employees according to these regulations shall commence on 1st July, B.E. 2557 (2014) for university operational employees, and on 1st August, B.E. 2557 (2014) for university academic employees.

Any personnel management operations which are ongoing by virtue of the Chulalongkorn University Regulations on Personnel Management B.E. 2551 (2008) and have not yet been completed before these regulations come into effect shall proceed according to the Chulalongkorn University Regulations on Personnel Management B.E. 2551 (2008) until their completion.

Article 100: During the time when the University has not yet published its Code of Conduct, Code of Ethics for Faculty Members, Discipline for University Employees as well as Criteria, Procedures and Conditions of Investigation and Deliberation and Conditions of Appeal and Grievance in Articles 79, 82 and

91, Chapters 10 and 11 of the Chulalongkorn University Regulations on Personnel Management B.E. 2551 (2008) shall be enforced *mutatis mutandis*.

Any university employee's disciplinary investigations or actions that are ongoing by virtue of the Chulalongkorn University Regulations on Personnel Management B.E. 2551 (2008) and have not yet been completed shall proceed by virtue Chulalongkorn University Regulations on Personnel Management B.E. 2551 (2008) until their completion, and the penalties shall be in accordance with these regulations.

Article 101: Any regulations, rules, terms, announcements, and orders concerning the personnel management of university employees which have been in effect before these regulations are put into effect shall remain effective provided that they neither contradict or conflict with these regulations until the time when the university rules and announcements issued by virtue of these regulations come into effect.

Announced on 27th March B.E. 2557 (2014),

(Signed)

(Professor Emeritus Khunying Suchada Kiranandana, Ph.D.)

Chairperson of the University Council