



งานสร้างเสริมศักยภาพและพัฒนาทรัพยากรบุคคล

กองทรัพยากรบุคคล

โทร. 0 2849 6277 โทรสาร. 0 2849 6287

ที่ อว 78/ว 3469

วันที่ 11 พฤษภาคม พ.ศ. 2566

เรื่อง รูปแบบประเมินสมรรถนะเฉพาะตามสายอาชีพ (Functional Competency) ในสายงานวิชาการ ทักษะการจัดการเรียนการสอนและความเป็นอาจารย์มหาวิทยาลัยมหิดล ฉบับภาษาอังกฤษ

เรียน หัวหน้าส่วนงาน

สิ่งที่ส่งมาด้วย 1. แบบประเมินสมรรถนะเฉพาะตามสายอาชีพ (Functional Competency) ทักษะการจัดการเรียนการสอน
2. แบบประเมินสมรรถนะเฉพาะตามสายอาชีพ (Functional Competency) ความเป็นอาจารย์มหาวิทยาลัยมหิดล

ตามหนังสือกองทรัพยากรบุคคล ที่ อว 78/ว 2401 ลงวันที่ 29 มีนาคม พ.ศ. 2566 เรื่อง การปรับแก้สมรรถนะเฉพาะตามสายอาชีพ (Functional Competency) ในสายงานวิชาการ ทักษะการจัดการเรียนการสอนและความเป็นอาจารย์มหาวิทยาลัยมหิดล ที่ได้ดำเนินการปรับแก้คำนิยามและตัวชี้วัดพฤติกรรม ได้แก่ (1) ทักษะการจัดการเรียนการสอน ให้สอดคล้องเชื่อมโยงกับหลักเกณฑ์และวิธีการประเมินระดับคุณภาพการจัดการเรียนการสอน ตามเกณฑ์มาตรฐานคุณภาพอาจารย์ของมหาวิทยาลัยมหิดล (MUPSF) และ (2) ความเป็นอาจารย์มหาวิทยาลัยมหิดล ให้สอดคล้องกับค่านิยมมหิดล (Mahidol Core Values) ให้เหมาะสมและสมบูรณ์ยิ่งขึ้น นั้น

บัดนี้ มหาวิทยาลัยได้จัดทำรูปแบบประเมินสมรรถนะเฉพาะตามสายอาชีพ (Functional Competency) ในสายงานวิชาการ ทักษะการจัดการเรียนการสอนและความเป็นอาจารย์มหาวิทยาลัยมหิดล ฉบับภาษาอังกฤษแล้ว (รายละเอียดตามเอกสารแนบ)

ทั้งนี้ สามารถดาวน์โหลดแบบฟอร์มดังกล่าวได้ที่ <https://op.mahidol.ac.th/hr/performance-appraisal/> หัวข้อ “หนังสือเวียน” หรือ สแกน QR Code ด้านล่างนี้

จึงเรียนมาเพื่อโปรดทราบและถือปฏิบัติในรอบปีการประเมินตั้งแต่วันที่ 1 กรกฎาคม พ.ศ. 2566 เป็นต้นไป



(ศาสตราจารย์ นายแพทย์วัชร คุชการ)

รองอธิการบดีฝ่ายพัฒนาทรัพยากรมนุษย์

ปฏิบัติหน้าที่แทนอธิการบดีมหาวิทยาลัยมหิดล

Functional Competency for Academic Track

SFC01	Teaching Skill
Meaning	Behaviour that demonstrates design capacity or skills and prepares instructional plans, academic integration, knowledge transfer, select appropriate resource in education, encourage classroom participation, appropriate evaluation, and develop learning management by making connections to education research and behave according to the instructor's ethical practice
Competency Description	
Level	Behavior Indicators
1 Asst. Instructor/ Instructor (0-2 years)	<ul style="list-style-type: none"> ● Prepare teaching plans and materials that correspond to the course content ● Use simple-to-understand language in teaching and completely answer and illustrate the students' questions ● Create an engaging atmosphere that facilitates learning by stimulating questions, changing opinions to support in-class participation ● Apply appropriate assessment methodology with respect to course content and learning management
2 Instructor (>2-5 years)	<ul style="list-style-type: none"> ● Use the results of the evaluation to develop learning management or to develop the evaluation of learning to adapt to rapidly evolving situations ● Encourage classroom participation by utilizing techniques or activities ● Encourage students to explore the subject from reliable sources ● Systematically supervise, monitor and provide advice to students in order to develop learning outcomes
3 Instructor (>5 years)/ Asst. Prof.	<ul style="list-style-type: none"> ● Incorporate knowledge and experience into class ● Consult or advise other instructors on learning ● Teach by providing students with an opportunity to demonstrate their ability to solve problems, adapts, be open-minded and work with others ● Support for ethical practice in the department
4 Assoc. Prof.	<ul style="list-style-type: none"> ● Giving advice about teaching to colleagues ● Share instructional ideas with in-house and external university instructors ● Participate or provide suggestions and contribute knowledge of different areas to develop the curriculum ● Promote and encourage instructor and student to participate in international academic gathering events ● Produce empirical works (research/ textbook/ teaching articles) on the development of educational quality both internally and externally at university and at national level

Functional Competency for Academic Track

SFC01	Teaching Skill
Meaning	Behaviour that demonstrates design capacity or skills and prepares instructional plans, academic integration, knowledge transfer, select appropriate resource in education, encourage classroom participation, appropriate evaluation, and develop learning management by making connections to education research and behave according to the instructor's ethical practice
Competency Description	
Level	Behavior Indicators
5 Prof.	<ul style="list-style-type: none"> ● Teaching and transferring academic knowledge for the benefit of the broader society ● Promote and encourage instructors to carry out pedagogical research/ textbook and develop learning system ● Create a panel of experts to improve education for society both nationally and internationally ● Demonstrate international leadership to develop learning systems adapted to students and circumstances ● Produce empirical work (research/ textbook/ teaching articles) on the development of educational quality nationally and internationally ● Be a national and international model in the field of education (exp. awards from international organizations)

Functional Competency for Academic Track

CFC 01	Being Mahidol Academic Staff
Meaning	The behavior of the conscious mind and conforms to Mahidol Core Values and behave properly in terms of behavior in studies, research and student supervision, in addition to serving academic service to society, preserving arts and culture and upholding professional ethics.
Competency Description	
Level	Behavior Indicators
1 Asst. Instructor/ Instructor (0-2 years)	<ul style="list-style-type: none"> ● Understand and clarify the meaning of Mahidol Core Values: M-A-H-I-D-O-L ● Strictly behave to Mahidol Core Values: M-A-H-I-D-O-L ● Understand and follow code of conduct for instructor of Mahidol University ● Specialist in the area taught ● Skillful in knowledge transfer ● Basic understanding of research methodology and writing research proposals
2 Instructor (>2-5 years)	<ul style="list-style-type: none"> ● Constantly seek out new knowledge for improvement ● Constantly improve pedagogical technique ● Always do research or get involved and provide students with suggestions for projects ● Supervise students and give counsel properly ● Participate and support Faculty's cultural events
3 Instructor (>5 years)/ Asst. Prof.	<ul style="list-style-type: none"> ● Specialist in the related area of instruction ● Provide scholarly service in the field of expertise to the society ● Participate in cultural events of University or community ● Provides instructional and research advice to others trainers in the same department ● Serve as a role model for students on morality and ethics
4 Assoc. Prof.	<ul style="list-style-type: none"> ● Being a mentor for junior faculty members ● Provide knowledge from research and formative assessment to be applied and distributed to the internal and external unit of the university for the development of the community, society and the country ● Establish a network of academic services to pass on academic knowledge to the community, society and the country ● Support and promote cultural events to preserve arts and culture

Functional Competency for Academic Track

CFC 01	Being Mahidol Academic Staff
Meaning	The behavior of the conscious mind and conforms to Mahidol Core Values and behave properly in terms of behavior in studies, research and student supervision, in addition to serving academic service to society, preserving arts and culture and upholding professional ethics.
Competency Description	
Level	Behavior Indicators
5 Prof.	<ul style="list-style-type: none">● Serve as a role model in teaching, research, academic service and preservation of arts and culture● Serve as an academic advisor to local and international communities● Create an organizational learning community and research culture● Create new knowledge or establish a new policy for the benefit of society and the world

Functional Competency Assessment Form

Instruction Please answer each question by determining the number of times the person being assessed displays the behaviour indicated

[illegible]

Functional Competency Assessment Form

Instruction Please answer each question by determining the number of times the person being assessed displays the behaviour indicated

SFC01	Teaching Skill													
Meaning	Behaviour that demonstrates design capacity or skills and prepares instructional plans, academic integration, knowledge transfer, select appropriate resource in education, encourage classroom participation, appropriate evaluation, and develop learning management by making connections to education research and behave according to the instructor's ethical practice													
Competency description		Never/ Hardly Ever 0-30%			Sometime 31-60%			Often 61-80%			Always Behaved 81-100%		Score(100)	
Level	Behavior Indicators	0	1	2	3	4	5	6	7	8	9	10	ScoreX100 Full Score	
4	• Giving advice about teaching to colleagues													
	• Share instructional ideas with in-house and external university instructors													
	• Participate or provide suggestions and contribute knowledge of different areas to develop the curriculum													
	• Promote and encourage instructor and student to participate in international academic gathering events													
	• Produce empirical works (research/ textbook/ teaching articles) on the development of educational quality both internally and externally at university and at national level													
5	• Teaching and transferring academic knowledge for the benefit of the broader society													
	• Promote and encourage instructors to carry out pedagogical research/ textbook and develop learning system													
	• Create a panel of experts to improve education for society both nationally and internationally													
	• Demonstrate international leadership to develop learning systems adapted to students and circumstances													
	• Produce empirical work (research/ textbook/ teaching articles) on the development of educational quality nationally and internationally													
	• Be a national and international model in the field of education (exp. awards from international organizations)													
Score (Full score 100)														

Functional Competency Assessment Form

Instruction Please answer each question by determining the number of times the person being assessed displays the behaviour indicated

[illegible]

Functional Competency Assessment Form

Instruction Please answer each question by determining the number of times the person being assessed displays the behaviour indicated

CFC01	Being Mahidol Academic Staff												
Meaning	The behavior of the conscious mind and conforms to Mahidol Core Values and behave properly in terms of behavior in studies, research and student supervision, in addition to serving academic service to society, preserving arts and culture and upholding professional ethics.												
Competency description		Never/ Hardly Ever 0-30%			Sometime 31-60%			Often 61-80%			Always behaved 81-100%		Score(100) <div style="border: 1px solid black; padding: 2px; display: inline-block;"> ScoreX100 Full score </div>
Level	Behavior Indicators	0	1	2	3	4	5	6	7	8	9	10	
4	• Being a mentor for junior faculty members												
	• Provide knowledge from research and formative assessment to be applied and distributed to the internal and external unit of the university for the development of the community, society and the country												
	• Establish a network of academic services to pass on academic knowledge to the community, society and the country												
	• Support and promote cultural events to preserve arts and culture												
5	• Serve as a role model in teaching, research, academic service and preservation of arts and culture												
	• Serve as an academic advisor to local and international communities												
	• Create an organizational learning community and research culture												
	• Create new knowledge or establish a new policy for the benefit of society and the world												
Score (Full score 100)													