

## Translation



### Mahidol University Announcement Appointment of Adjunct Professors B.E.2565

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Whereas it is expedient to set the criteria for appointing an Adjunct Professor in order to implement Mahidol University's policy, emphasizing excellence in research, education, and academic services to become a world-class university through the creation and development of academic and research networks collaborating with leading international institutions; to encourage cooperation and knowledge integration by appointing an Adjunct Professor who is not in an academic position to perform research duties, academic services and/or teaching at Mahidol University. To achieve the policy, the Adjunct Professor initiative is a strategy applied in Mahidol University to promote efficient and effective collaboration among staff at all levels in a wide range of fields.

As empowered by virtue of Article 34 of Mahidol University Act B.E.2550, the criteria for appointing an Adjunct Professor shall be enacted by the President as follows:

1. The Announcement of Mahidol University on Adjunct Staff B.E. 2561 dated on the 30<sup>th</sup> of March 2018 and the Announcement of Mahidol University on Appointment of Adjunct Professors B.E. 2565 dated on the 9<sup>th</sup> of March 2022 shall be canceled and replaced by the present Announcement.

2. In this Announcement,

The term "University" refers to Mahidol University.

The term "Host Affiliate" refers to faculties, institutes, colleges, centers, offices, campuses, or other designated departments called as other names equivalent to a faculty and the establishment project which is responsible for undergraduate and postgraduate studies, conducting research, and implementing their research results for commercialization and academic services.

The term "Adjunct Professor" refers to a person who is not affiliated with Mahidol University and has experience and expertise in academic, research, or academic

services in a specific field. Being appointed by Mahidol University as an Adjunct Professor to conduct research, innovation development, technologies transfer, provide academic services, teaching, curriculum development, provide consultation on educational, research, and academic advice for students, staff members, and lecturers of Mahidol University, he/she could work full-time or part-time without compensation.

### 3. Qualifications of the Adjunct Professor

3.1 Not being affiliated with the University.

3.2 Holding a doctoral degree or equivalent, or be a qualified person with knowledge, ability, experience, and expertise in research, academic service, or teaching in a specific field as determined by the University or the Host Affiliate.

3.3 Being affiliated with an educational institution, a national research institution, or a research institution in a foreign country that is internationally recognized, or in any international organization that is recognized both domestically and internationally.

3.4 Having research papers published in international academic journals continuously for the past five years.

3.5 Being involved with academic, research or academic services with the University or the Host Affiliate.

### 4. Duties of the Adjunct Professor

4.1 Performing research, innovation development, technology transfer, academic services, teaching, curriculum development, and others duties in accordance with the performance agreement mutually agreed upon with the University or the Host Affiliate.

4.2 Providing consultation on educational, research, and academic advice for students, staff members, and lecturers of Mahidol University.

### 5. Appointment procedures

5.1 The Head of the Host Affiliate, with the approval of their committees, shall nominate a qualified applicant under Article 3 and submit it to the President of the University for consideration and appointment to the position of the Adjunct Professor together with the supporting documents as follows:

(1) An invitation letter from the Host Affiliate and a letter of consent or approval to work at Mahidol University from the applicant's original affiliation

(2) Academic background and research performances

(3) Statement of the scope of work, work plans, or performance agreement during the appointment of Adjunct Professor at Mahidol University signed by an authorized person of the Host Affiliate and the Adjunct Professor

(4) Proof or evidence of work that has been performed in cooperation with academic, research, or academic services between the Host Affiliate and the applicant

(5) A copy of the Memorandum of Understanding (MoU), Memorandum of Agreement (MoA) or any agreement between the University or the Host Affiliate and the applicant's original affiliation (if applicable)

5.2 The Adjunct Professor position is designated to be active for a maximum of five (5) years, with a possibility of reappointment.

## 6. Terms and conditions

6.1 Adjunct Professor and the original affiliate are not in the position to request for additional workspaces, materials, and equipment from the University.

6.2 The intellectual properties of research and innovation resulting from the activities of an Adjunct Professor shall be managed according to the Mahidol University Regulations on the Management of Intellectual Property, Research, and Innovation B.E.2561.

6.3 In the event that an Adjunct Professor is required to visit the University to perform duties, the Host Affiliate shall help facilitate the application for a VISA and work permit as well as the renewal processes of the VISA and the work permit for the Adjunct Professor. The Host Affiliate is responsible for all related expenses incurred.

6.4 The Host Affiliate must submit a progress report to the University every six months and the final report must be submitted to the University within 30 days after the end of the tenure as an Adjunct Professor.

## 7. Termination of the Adjunct Professor Position

7.1 Misconduct or causing any damage to the University's reputation

7.2 Performing any action that could cause server damage to the University

7.3 Avoidance, abandonment, neglect, or termination of duties without justifiable reasons while serving as an Adjunct Professor

7.4 End of tenure as an Adjunct Professor

7.5 Termination of the position as requested by the Adjunct Professor's original affiliate.

7.6 Request to terminate the Adjunct Professors' duties

7.7 Death

7.8 Any reason deemed appropriate or necessary to terminate the position at the University's desecration

8. The Adjunct Staff appointed on the date this Announcement is effective will continue in that position until the end of tenure or termination in accordance with the Announcement of Mahidol University on Adjunct Staff B.E. 2561.

9. The President of Mahidol University has the final authority over this Announcement. In the event of any dispute, the judgment of the President shall be final.

The Announcement shall be effectively immediately.

Announced on 7<sup>th</sup> April 2022

(Prof. Banchong Mahaisavariya, M.D.)

President of Mahidol University

**Mahidol University**  
**Performance Agreement of Adjunct Professor**

This Performance Agreement is made on .....(date)..... at.....between  
..... (Name of MU Faculty/College/Institute) ..... by .....(Name).....,  
.....(Dean/Director)..... and Mr. / Mrs. / Miss.....Age ..... years old,  
Date of birth ..(dd/mm/yyyy)....Nationality .....Passport No.....Position.....Original  
affiliate..... Country.....Field (s) of study/expertise.....  
Address.....Tel. .... E-mail .....

..... (Name of MU Faculty/College/Institute) ...agrees to let Mr. / Mrs. / Miss.....  
work as Adjunct Professor for.....(Name of Department) .....for .....year  
(s).....month(s) from.....(dd/mm/yyyy).....until.....(dd/mm/yyyy)..... and Mr. / Mrs. / Miss  
..... agrees to perform the workload for the time period set forth in this Performance  
Agreement. The following terms and conditions will be applied.

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We may collect and process the information about you upon your enrolment at Mahidol  
University and subsequently to manage your relationship with us as an inbound staff (full-  
time or part-time) throughout your activity period.

Please visit our website to see your personal data that we collect, purpose of processing  
data, lawful bases for processing data and your rights at: <https://privacy.mahidol.ac.th/>

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(.....)  
(Dean/Director/Authorized Person of the Host Faculty/College/Institute)

.....  
(.....)  
(Adjunct Professor)

.....  
(.....)  
(Witness of Host Faculty/College/Institute)

.....  
(.....)  
(Witness of Host Faculty/College/Institute)

**Coordinator**

Name-last name:..... Position:.....

Tel.:..... E-mail:.....

- Note:**
1. The Performance Agreement is made between the Host Faculty/College/Institute and the Adjunct Professor.
  2. The details of the workload can be filled in this form or made as attached documents, with the number of sheets of attached documents specified, and each page of the attached document must be signed by the Adjunct Professor.