



**Application Form for Teaching Quality Assessment following Mahidol University
Professional Standards Framework (MUPSF)**

Name-last name of applicant

Academic rank (Prof./ Assoc. Prof./ Asst. Prof./ Lecturer)

Working Unit..... Department.....

PhoneFaxMobile phone.....

E-mail.....Please specify the year you began
teaching at Mahidol University.....

- I would like to request a quality assessment of my teaching according to Mahidol University Professional Standards Framework (MUPSF) **used for academic ranking designation.**

I have attached for your consideration documents as follows:

1. Application form for teaching quality assessment following Mahidol University Professional Standards Framework (MUPSF Form 01)
2. Report Form for the Teaching Quality Assessment following Mahidol University Professional Standards Framework (evaluation results from the working unit) (MUPSF Form 03)
3. Individual lesson plan and teaching materials or other materials that demonstrate the qualification number 1
4. Individual lesson plan and teaching materials or other materials that demonstrate the qualification number 2
5. Individual lesson plan and teaching materials or other materials that demonstrate the qualification number 3
6. Individual lesson plan and teaching materials or other materials that demonstrate the qualification number 4
7. Individual lesson plan and teaching materials or other materials that demonstrate the qualification number 5

- 8. Individual lesson plan and teaching materials or other materials that demonstrate the qualification number 6
- 9. Evidence showing classroom management in line with the learning outcomes and encourages students to participate in learning; such as active learning activities, reflection, and discussion, that demonstrate the qualification number 7
- 10. Individual lesson plan and teaching materials or other materials that demonstrate the qualification number 8
- 11. Evidence showing lesson plans and assessment improvements which have derived from the past analysis of the teaching results of qualification number 9

Instructions for assessors of the teaching quality assessment used for academic ranking designation

***the definition, format, and quality of the teaching supporting documents used for academic ranking designation need to be as follows:**

1. Teaching supporting documents

1.1 Definition:

These are academic works used to support teaching of any course in a university's program systematically reflecting the course contents and teaching procedure. These are important tools of teachers for use in teaching

1.2 Format:

Documents or other media related to the course one teaches comprising

- Lesson Plan with the following details

- (1) Subject title taught during that period
- (2) Name of teacher, educational qualifications, academic ranking, and communication channel
- (3) Course Name and Course Code
- (4) Program name
- (5) Date and time of teaching
- (6) Study objectives (behavioral aspects) of the subject taught during that period
- (7) Brief contents of subject taught
- (8) Arrangement of learning experience
- (9) Learning media
- (10) Learning evaluation, e.g., indicator, criteria, procedure

(11) Dates if amendment, if any, must be stated.

- Lecture topics with reasonable amount of detail

- The following could be added, e.g., article titles, books for further reading, abstract compilations, related documents, charts, tapes, or slides.

1.3 Dissemination of teaching supporting documents:

Dissemination may be in the form of books or bound photocopies or other types of media such as CD ROMs used to support teaching of a course in a program of the university.

2. Complete written lectures

2.1 Definition:

These are academic works used to support teaching of any course in a university's program systematically reflecting the course contents and teaching procedure. These may have been developed from documents supporting teaching which could be more complete than the teaching support documents. They are important tools for learners for self-study or course supplements.

2.2 Format:

in the form of a book or other types of media related to the course one teaches comprising

- Lesson Plan with the following details

(1) Subject title taught during that period (Translation)

(2) Name of teacher, educational qualifications, academic ranking, and communication channel

(3) Course Name and Course Code

(4) Program name

(5) Date and time of teaching

(6) Study objectives (behavioral aspects) of the subject taught during that period

(7) Brief contents of subject taught

(8) Arrangement of learning experience

(9) Learning media

(10) Learning evaluation, e.g., indicator, criteria, procedure

(11) Dates if amendment, if any, must be stated

- Lecture topics with reasonable amount of detail

- Article titles, books for further reading and/or abstract compilations of related documents and/or charts and/or tapes and/or slides, or case studies use as picture captions
- Practicing exercises
- References to amplify sources and essence of information
- Up-to-date bibliography

2.3 Dissemination:

Dissemination may be in the form of books or bound photocopies or other types of media to evidence usage as “answers” for learners of the course.

3. Quality Criteria of Teaching Materials

“Improvement needed” means the quality does not meet quality criteria for the requested appointment of the position. However, if improvement is made in accordance with the suggestions given by the evaluation committee, the quality could meet the requirements for the requested position.

“Good” means complete and appropriate (at a Good level) lesson plan with complete other elements as required in Format, accurate and up-to-date contents and acceptable in academic circles, systematically presented, easy to understand, grammatically correct language usage.

“Very Good” means the same as “Good,” with knowledge application suitable to Thai society and with recommendations suggesting further knowledge acquiring.

4. The guideline for teaching quality assessment and criteria for the levels of teaching quality are as indicated in MUPSF Form 02 and MUPSF Form 03

I,, affirm here that above statements are all true; and I acknowledge that if detected at any time that I have deliberately misinformed the qualifications of my academic performance which cause the assessment results to be distorted from the reality, or that I have violated academic ethics, I accept the university's revocation of my teaching quality assessment results following Mahidol University Professional Standards Framework.

Signature **Applicant for an assessment**
 (.....)
 (day/month/year)/...../.....