

DEVELOPMENT PROCESS OF THE MANUAL FOR ACADEMIC POSITION APPLICATIONS, SUAN SUNANDHA RAJABHAT UNIVERSITY

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Abstract

Requesting an academic position is an important process in developing the academic quality of faculty in higher education institutions. Suan Sunandha Rajabhat University realizes the need to develop a systematic, transparent and convenient system and practice. Therefore, it has developed a manual on requesting an academic position. The objective is to provide guidelines for faculty and related personnel to be able to operate correctly and efficiently. The development process of this manual was conducted by studying relevant regulations, rules and criteria at both the university and national levels, including analyzing standard practices. In addition, opinions from faculty and related persons were collected to ensure that the content of the manual is comprehensive and appropriate for the university context. In addition, the work procedures were designed to be clear, reduce complexity and increase convenience for those requesting consideration for academic positions. The results of the development of this manual are expected to help make the process of requesting an academic position faster and more efficient, reduce errors in the operation and encourage faculty to continuously develop themselves academically. This manual can be revised and further developed according to changes in regulations and practices in the future.

Keywords: Academic Position Application, Work Manual, Suan Sunandha Rajabhat

Introduction

Suan Sunandha Rajabhat University has a policy to promote and support academic staff to attain higher academic positions, in accordance with the university's personnel development plan. This is considered a strategy focused on developing the institution's human resources, which are a crucial mechanism for achieving the institution's vision. In particular, faculty members, who are a vital resource with core missions in teaching, research, training, and academic services. The expertise of faculty members is a factor that promotes and supports the institution's development towards becoming a leading national institution that creates leaders and knowledge for global change. A key indicator of faculty expertise is the attainment of high-level academic positions, such as Professor, Associate Professor, and Assistant Professor. This is because obtaining an academic position is considered a recognition of quality and is widely accepted by experts in academic or professional circles.

Subsequently, the Ministry of Higher Education, Science, Research and Innovation issued the criteria for appointing individuals to the positions of Assistant Professor, Associate Professor, and Professor B.E. 2564 (2021). This serves as a channel for developing the country's academic quality and innovation, and covers the work where faculty members apply their knowledge and expertise in their fields to solve problems and develop communities,

society, or the country. It also aims to propel Thai higher education institutions towards becoming leading international institutions and enhance the country's competitiveness.

And academic position work, the personnel management division is considered a very important work in higher education institutions. Operators must know the correct methods, procedures, and methods for requesting academic positions of the institution. In order for the operation to be effective, the academic position officer has created a manual for requesting academic position determination as a new process (Process Redesign) to be used as a tool to improve the quality of the work process by reviewing the current process and methods, analyzing them carefully and thoroughly, and using creativity to design new steps and methods for each step to be different from the original. (Siritongthaworn, Kobkul Khumsuwan, 2018, 150-151). This is to be used as a guideline for the operation of requesting academic positions.

Research Objectives

1. To study and analyze the guidelines for applying for academic positions that comply with the regulations, rules and criteria of Suan Sunandha Rajabhat University and related agencies.
2. To promote and develop the academic potential of faculty members by creating a correct understanding of the academic position application process and encouraging the development and improvement of academic quality within the university.

Literature Review

Concepts or theories related to work efficiency

Nattawat Pengwanplook (2017) defined work efficiency as the actions of each person who has the ability and readiness to devote themselves wholeheartedly to their work with agility, discipline, and rules to complete work on time, quickly, correctly, with quality and standards. Therefore, it can be concluded that a person will be efficient in their work. It must come from diligence, responsibility and attention to their work, along with honesty and loyalty to the organization. The work done will be successful according to the organization's goals or even better.

Katz and Kahn (1978) studied the factors that are important to work efficiency, which they said that efficiency is an important component of effectiveness. The efficiency of the organization, if measured by input factors compared to the output, will cause the efficiency measurement to deviate from the reality of the organization. It means achieving the organization's goals (Goal-Attainment). In achieving the organization's goals, various factors, namely training, experience, and commitment, are also important to the efficiency of the organization. In conclusion, work efficiency is an important factor in work performance. The work efficiency of each person is different. It depends on knowledge, ability, education, experience, and aptitude in various areas.

Concepts or theories about human resource development

Prachum Rotprasit (2015) defined that personnel development is a process that will enhance personnel's knowledge, ability, understanding and attitude, which will result in more efficient work performance. Personnel development can be classified into two main types: development of subordinates and development of self.

Siriphatsorn Wongthongdee (2013) studied the topic of Human resource development to study the impact of human resource development on the efficiency of work performance in the organization of private sector employees in Bangkok. The research results found that

human resource development ranked first in terms of training. Work performance ranked first in terms of quantity. The correlation coefficient between human resource development and the impact of work performance in the organization of private sector employees in Bangkok, where the internal correlation coefficient between the independent and dependent variables was statistically significant at the .01 level, which was in accordance with the hypothesis.

Concepts of information system development

Pariwat & Chantar-amongkol (2022) Developing an information system for academic position applications is a process that requires accuracy and precision. It is necessary to study various concepts, theories, and related research in order to develop the most efficient information system, meet the needs of users, and truly benefit the organization. Therefore, the researcher uses the SDLC theory to implement the more efficient information system

Research Methodology

Population

The population used in this research consisted of lecturers, Assistant Professors, Associate Professors, and Professors at Suan Sunandha Rajabhat University, totaling 100 individuals.

Sample

The sample consisted of lecturers at Suan Sunandha Rajabhat University, categorized by their academic positions. The researcher determined the sample size and sampling method as follows:

Sample Size Calculation: The researcher determined the sample size using Taro Yamane's formula (Taro Yamane, 1973, p. 125 as cited in Rueadej Koetwichai, 2007, p. 137)

$$n = \frac{N}{1 + Ne^2}$$

Where:

- n = sample size
- N = population size
- e = sampling error

The sampling error was set at 0.05.

$$\begin{aligned} n &= \frac{100}{1 + 100 (0.05)^2} \\ &= 80.00 \end{aligned}$$

To minimize data error, the sample size was set at 100 individuals, matching the total number of lecturers who applied for academic positions.

Sampling Method: Due to the variations in academic positions within the population, the researcher used Proportionate Stratified Random Sampling. The sample size for each position was calculated using the following formula:

Sample size for each position = (Total sample size * Total population for each position) / Total population

Research Instruments and Quality Assessment

The research instrument used in this study was a questionnaire, which the researcher developed based on the OCSC announcement regarding academic position criteria, relevant journals, textbooks, and research. The questionnaire was divided into three sections:

- **Section 1:** Demographic information of the respondents, including gender, age, position, education level, and length of service at Suan Sunandha Rajabhat University. This section consisted of 5 questions.

- **Section 2:** Awareness of the criteria and methods for applying for academic positions. This section used a checklist format with 20 questions, asking respondents to indicate their level of awareness as "aware," "unaware," or "unsure." The questions were tailored to three groups: lecturers (questions 1-10), Assistant Professors (questions 11-15), and Associate Professors (questions 16-20).

- **Section 3:** is a questionnaire on knowledge and understanding in preparing documents for academic position applications. The questionnaire is in the form of a rating scale with 10 questions, which has a weighting scale of 5 levels according to the Likert scale method (Thanin Sincharu, 2007).

Research Results

From the research titled "The Process of Developing a Work Manual for Applying for Academic Positions," data was collected from a sample of 97 respondents. The researcher presented the analysis results in three sections:

- Section 1: Personal Characteristics of the Respondents
- Section 2: Awareness of the Criteria and Methods for Applying for Academic Positions
- Section 3: Knowledge and Understanding of Document Preparation for Academic Position Applications

Section 1: Personal Characteristics of the Respondents

• Results of the study of the number and percentage of questionnaire respondents classified by gender

It was found that the majority of respondents were male, with 50 individuals, accounting for 51.5%. Female respondents numbered 47, accounting for 48.5%.

• Results of the study of the number and percentage of respondents classified by age

It was found that the majority of respondents were aged between 21-30 years, with 34 individuals, accounting for 35.1%. The next largest group was aged 31-40 years, with 26 individuals, accounting for 26.8%, followed by those aged 41-50 years, with 19 individuals, accounting for 19.6%. Respondents aged 51-60 years numbered 10, accounting for 10.3%, and those over 60 years numbered 8, accounting for 8.2%.

• From the research on the number and percentage of respondents classified by position

It was found that the majority of respondents held the position of Assistant Professor, with 36 individuals, accounting for 37.1%. The next largest group held the position of Associate Professor, with 33 individuals, accounting for 34.0%, and Lecturers numbered 28, accounting for 28.9%.

- **From the research on the number and percentage of respondents classified by length of employment**

It was found that the majority of respondents had work experience of 11-15 years, with 40 individuals, accounting for 41.2%. The next largest group had 6-10 years of experience, with 31 individuals, accounting for 32.0%, followed by those with over 15 years of experience, with 20 individuals, accounting for 20.6%. Respondents with 1-5 years of experience numbered 6, accounting for 6.2%."

Section 2: Awareness of the criteria and methods for entering academic positions

1. Professor position

It was found that 28 people who held teaching positions at Suan Sunandha Rajabhat University from a sample of 97 people in general knew the criteria and methods for entering academic positions. They knew that in the case of having a bachelor's degree or equivalent, they must have held the teaching position for not less than 6 years, the highest, accounting for 2.79 percent, followed by:

1) In the case of having completed a master's degree or equivalent. The next most were:

1.1) Those who graduated with a master's degree or equivalent must have held the position of lecturer for no less than 4 years, accounting for 2.3 percent.

1.2) Those who graduated with a doctorate degree or equivalent must have held the position of lecturer for no less than 1 year, accounting for 1.77 percent.

2. Assistant Professor Position

It was found that 36 out of 97 people in the sample group of 97 people who held the position of Assistant Professor at Suan Sunandha Rajabhat University were aware of the criteria and methods for entering academic positions. They were aware that in applying for the position of Associate Professor, the academic work submitted must not be the same as the work previously used in applying for the position of Assistant Professor, and that there must be additional academic work after receiving the position of Assistant Professor, accounting for 23.1 percent, followed by:

1) Teaching documents compiled in book form and submitted for the position of Associate Professor must have been used in teaching for at least 1 semester.

2) Applying for the position of Associate Professor must have held the position of Assistant Professor for at least 2 years, accounting for 17.7 percent.

3. Associate Professor Position

It was found that 33 out of 97 people in the sample group of 97 people who held the position of Associate Professor at Suan Sunandha Rajabhat University were aware of the criteria and methods for entering academic positions. They were informed that when requesting the position of Associate Professor, academic work must not be the same as the work previously used to request the position of Assistant Professor. In addition, there must be additional academic work after being appointed to the position of Associate Professor, accounting for 100 percent. The next most common are:

1) Requesting the position of Associate Professor must have held the position of Assistant Professor for no less than 2 years, accounting for 24.5 percent

2) Requesting the position of Associate Professor must evaluate teaching performance and present academic work, consisting of 1) research work or other academic

work or research work that serves society and 2) work in writing textbooks or books, which are of good quality, accounting for 22.4 percent.

Section 3: Knowledge and understanding of preparing documents to request academic positions

It was found that those who hold the position of lecturers at Suan Sunandha Rajabhat University Knowledge and understanding of preparing documents to request academic positions

From the sample group of 97 people, overall, they were aware of preparing documents to request academic positions in the types of teaching documents/teaching documents/teaching media, consisting of 1) Teaching schedule of the proposed subjects 2) MCO.3 Courses taught and corresponding to the proposed semester 3) Teaching evaluation results 4) Appointment orders of lecturers holding positions at MR.S.S. The most, accounting for 2.86 percent, followed by

- 1) Participation certification form, accounting for 2.65 percent
- 2) The textbook consists of 1) a data file that has been checked for correctness of no more than 15%, which is 2.63%.

Discussion

Research on the development process of the manual for applying for academic positions at Suan Sunandha Rajabhat University

Classified by personal characteristics the sample group used in this research was 97 lecturers at Suan Sunandha Rajabhat University. A questionnaire was used as a tool for collecting data. The statistics used for data analysis were percentage, mean, and standard deviation. The results of the study are summarized as follows:

1. Awareness of criteria and methods for entering academic positions. The research results found that lecturers of Suan Sunandha Rajabhat University are aware of the criteria and methods for entering academic positions. This may be because the university and all faculties have published the announcement of the Civil Service Commission on criteria and methods for considering the appointment of individuals to the positions of assistant professors, associate professors, and professors since issue 2, B.E. 2564, publishing various information about entering academic positions that the Office of the Higher Education Commission sent to be published on the website of the Academic Position Unit, Personnel Administration Division, and also circulated as a copy of the document to inform faculties and lecturers through another channel, which is consistent with the research of (Banjob Boonchan, 2003) who researched the academic progress of lecturers at Phetchabun Rajabhat Institute. The research results found that most of the lecturers entering academic positions at Phetchabun Rajabhat Institute have knowledge and understanding of the rules and regulations for entering academic positions. It can be seen that 100 percent of associate professors have knowledge and understanding of the rules and regulations, followed by 72.79 percent of assistant professors and 56.77 percent of lecturers. This is consistent with the research of (Suphanimit Na Chiang Mai, 1998) on the entry into academic positions of lecturers at Chiang Mai University. The research results found that most of those entering academic positions at Chiang Mai University have knowledge and understanding of the rules and regulations for entering academic positions. It can be seen that 70.08 percent of assistant professors have knowledge and understanding of the rules and regulations, followed by 68.48 percent of associate professors and 59.10 percent of lecturers.

However, they did not know that the request for the position of assistant professor for those who transferred or moved can use the period of being a special lecturer to calculate the time to request an academic position.

2. Knowledge and understanding of preparing documents to request academic position designation. Research results found that those holding the position of lecturer at Suan Sunandha Rajabhat University had very little knowledge and understanding of preparing documents to request academic position designation, and most did not know the steps in the process of submitting academic work. The secretariat would like to add details on submitting academic work.

Recommendations

1. This manual has been distributed to university lecturers and staff as a guideline for their operations.

2. It is suggested that an online system be developed alongside the manual to facilitate the academic position application process.

3. The manual should be continuously reviewed and improved to align with changes in university regulations and policies.

The developed academic position application manual can facilitate lecturers and related staff, making the academic position application process faster, more accurate, and more efficient. It also serves as a guideline for developing the university's academic administration system to be more standardized and efficient in the future.

Acknowledgement

The research report on the development process of the academic application manual of Suan Sunandha Rajabhat University was successfully completed with the support, assistance, and attention from many parties, especially Associate Professor Dr. Nuntiya Noichun and Ms. Busara Srikanok for their advice, data preparation, and continuous monitoring of the progress of this research. The researcher would like to express her deepest gratitude for the kindness and support of Suan Sunandha Rajabhat University. We would like to express our deepest gratitude on this occasion.

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