



MAE FAH LUANG UNIVERSITY
INSTRUCTORS' HANDBOOK



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INTRODUCTION

Mae Fah Luang University as a relatively young university that has just entered its 12th year of operation this month (May 2010) is currently coping with an expanding body of students. The university's policy to use English as the main medium of instruction in almost all courses means that every student is required to study a minimum of 6 basic English courses; in practice, however, as many as 80 percent of the students have to study 8 such courses due to their weak English-language background.

The English Department is directly responsible for the teaching of all the above-mentioned English courses. As such, the size of our faculty has been expanding in proportion with the number of students we serve. One fact is that the English Department has the largest number of full-time instructors in the university. Presently, our many instructors are from various national, social, cultural, linguistic, religious and personal backgrounds. Therefore, working together here, like everywhere, means we all have to have a certain set of agreements (which may be upgraded to rules and regulations should they not be heeded) by which all will abide, regardless of their backgrounds, so as to foster working harmony, unity, mutual respect and response to professional demands.

This handbook is intended for both Thai and foreign instructors. For Thais, although the university has issued a similar handbook in Thai, that handbook provides general technical information regarding an employee's rights and duties. Naturally, there are many department-specific matters that the general handbook does not include. The main purpose of this handbook, therefore, is to provide our instructors—young and old, old and new alike—with guidelines concerning work inception (section 1), basic teaching responsibilities (section 2), evaluation procedures (section 3), advisory duties (section 4), academic services (section 5), activity participation (section 6) and ethical concerns (section 7). In sum, this handbook will inform you of what the parties involved—colleagues, superiors, students, university and society—expect from you as an educator. For those new to Thailand or Chiang Rai, you may find additional tips given in the appendices helpful for your adjustment.

The immediately following section gives you a list of qualities that students in general expect their instructors to possess and practise. This serves as the rationale of most of the guidelines stated herein.

PROLOGUE

On 26 August 2005, Mae Fah Luang University held a seminar under the topic of 'Model Instructor in Students' Opinion'. In the seminar, students' representatives suggested that a model instructor possess/practise the following qualities.

Teaching Expectations:

1. Career-demanded morality;
2. Readiness to impart knowledge;
3. Ability to an atmosphere conducive to learning;
4. Willingness to consider students' viewpoints;
5. Encouragement of students' participation;
6. Provision of advice concerning daily life;
7. Utilisation of appropriate, up-to-date educational media;
8. Application of current affairs to lessons; and
9. Use of modern technology as teaching aids.

Social Expectations:

1. Being good role models for students;
2. Not expecting personal interest from students;
3. Temper or emotional control;
4. Participation in activities with students; and
5. Abidance by the professional ethics.

SECTION ONE: WORK INCEPTION

(Only for Foreign Instructors)

Procedure for Foreign Staff Entering Work at Mae Fah Luang University

1. Report to the Division of Personnel

- 1.1 Complete all necessary forms and submit them to the Division of Personnel, including the appropriate employment and staff identification card forms, together with three 1 x 1-inch photographs.
- 1.2 To set up direct-deposit for your salary, open a saving account at the Bank of Ayudhya, MFLU Branch (on campus, D-1 Building's first floor). Make a photocopy of the front page of the account-book containing your name and account number. Then submit it to the Division of Personnel to process it.
- 1.3 Supply your academic records (e.g. a transcript or a certificate) in English, with one extra copy.

2. Apply for a Non-immigrant B Visa

Contact the Division of Personnel to certify your ré-sumé and type of visa, and the duration of your stay.

- 2.1 If you are living outside the country while processing the application, contact the Division of Personnel to ask for a reference letter from the University. Once you receive it, bring it to Thai embassy in your country to apply for a Non-immigrant B Visa. This type of visa is valid for 3 months.
- 2.2 If you are holding a Tourist Visa, you need to apply for a Non-immigrant B type following one of the options below.
 - 2.2.1 Going abroad or crossing the border to a neighbouring country, such as Laos, Myanmar, Malaysia, etc.
 - 2.2.2 Going to the Immigration Office in Bangkok, with a fee of approximately 6,000 baht.

What you need to bring with you are:

1. Your passport and a photocopy of your passport
2. One 2x2-inch photograph

NB: The Division of Personnel will prepare some other necessary documents for you, but any travelling expenses will be your responsibility.

3. Apply for a Work Permit

After receiving a Non-Immigrant B visa, a foreign employee must apply for a Work Permit from the Ministry of Labour (Muang Chiang Rai Office) within 15 days of signing your contract.

3.1 The following materials are required by the Ministry of Labour for work permit application:

- 3.1.1 Passport, with a photocopy of every relevant page in the passport
- 3.1.2 Medical Certificate (the form is available at the Division of Personnel)
- 3.1.3 Three 5 x 6-centimetre photographs
- 3.1.4 For applicants who have worked in Thailand and previously obtained a work permit, complete the form 'ตท.10' to provide information regarding your former employment.
- 3.1.5 The MFLU Division of Personnel will issue relevant documents to you to submit to the Ministry of Labour for your work permit application.

3.2 The Ministry of Labour charges processing fees for all new work permit requests and work permit extensions, as follows:

- 3.2.1 A work permit for 3 months costs 850 THB
- 3.2.2 A work permit for 6 months costs 1,600 THB
- 3.2.3 A work permit for 1 year costs 3,100 THB
- 3.2.4 Your work permit and visa should be set to expire simultaneously. For example, a one-year work permit requires a one-year visa, and vice versa.

4. Regulations for Renewal or Extension of Work Permit or Visa

- 4.1 A foreign employee shall notify his/her immediate superior (i.e., School Dean) at least **one month before** the expiration of his/her current visa or work permit.
- 4.2 The School shall then notify the Division of Personnel to provide the necessary documents for the renewal or extension.
- 4.3 The employee shall make three photocopies each of your passport and work permit, along with three 2 x 2-inch photographs.

Remarks:

1. If you extend your visa within 45 days of its expiration, you must first go to the Immigration Department in Mae Sai for your visa extension; then go to the Labour Office for the extension of your work permit.
2. If you extend your visa after the expiration date, you must first go to the Labour Office in Chiang Rai to get request forms; then go to the Immigration Office in Mae Sai to renew your visa. The fine for your overstay is 200 THB/day. Once you have extended your visa, you will have to return to the Labour Office for your work permit extension.
3. The fee for extending your visa at the Immigration Office is 1,900 THB for a single re-entry visa. If you wish to have a multiple re-entry visa, the total fee for your visa is 3,900 THB. The fee for extending your work permit is the same as that for the application of a new work permit (see sub-item 2 of number 3 above).
4. The Division of Personnel will provide you with all necessary documents for the extension of your visa and work permit.

5. Taxpayer's Identification Number

- 5.1 A foreign employee is required to obtain a Taxpayer's ID Number before they can legally work in Thailand. Please request the form from the MFLU Division of Personnel, and bring an extra set of photocopies of your passport with you.
- 5.2 A foreign employee who already has a Taxpayer's ID Number from previous employment in Thailand does not need to re-apply, but has to submit to the Division of Personnel a photocopy of your Taxpayer's ID Card.

Remarks:

1. All expenses required for the processing of official papers are the responsibility of the applicant.
2. When all documents have been processed, submit a photocopy of each of the documents to the Division of Personnel.

Accident Insurance

Mae Fah Luang University provides accident insurance for all foreign staff. You can contact the Personnel Division for indemnification (a maximum of 10,000 baht/time). Please produce your receipt for the claim.

SECTION TWO: TEACHING RESPONSIBILITIES

This section will detail the teaching responsibilities that have to be fulfilled by both Thai and foreign instructors. Starting with the meaning of teaching in the university context, this section will be concerned with teaching loads, individual teaching, team-teaching and extra teaching.

1. Teaching in the University Context

Teaching is the most essential part of being an instructor. In the university context, the word 'teaching' may not describe very precisely what we are doing. The term 'educating' is probably more appropriate. However, for reasons of economy and familiarity, we may have to use the word 'teaching' throughout this handbook.

Nonetheless, it is worthwhile to first of all examine why we are indeed 'educating'—not just 'teaching'—our students. The word 'educate' is made up of the Latin root 'duc' (from 'ducere'), meaning 'to lead', the prefix 'e-', meaning 'out' and the verbalising suffix '-ate'. This word, therefore, literally means leading out a person's ability to do something. Unlike 'teaching', which generally implies activeness on the teacher's part and passiveness on the student's, 'educating' requires activeness on both parties, signifying that the role of the educator is to stimulate or motivate the student to develop an ability to learn and accomplish tasks, and that the student must be actively involved in this process. Therefore, 'teaching' in our context does not mean to spit out words and have them repeated back orally or in writing, but to impart or transfer to the student the principles, theories and methodology necessary for the student's acquisition, comprehension, analysis, formation, synthesis, application and, most importantly, public contribution of knowledge.

What seems to be a heavy challenge for us is that most students come from a background where they were 'taught to memorise'. These students are therefore inclined to commit everything they hear or see to memory and wait to repeat it for the examination. Although this learning style is not productive in the long run, we educators need to learn how to exploit or make intelligent use of it, so that it will complement—not impede—the students' development of active learning. Our duty is to 'lead out' the students' potential, so that they will be able to use their potential to further their learning.

2. Teaching Loads

Thai and foreign instructors are employed based on different contracts. The contracts signed by Thais stipulate that they be subject to various other assignments (most of which require Thai-language mastery), apart from the academic duty of teaching, whereas the basic contracts for foreigners only subject them to teaching. Because of this difference, Thai and foreign instructors are given different workload systems. A Thai instructor is normally assigned to teach 12 hours per week, whilst a foreign instructor is given a load of 18 hours per week.

In some semesters, particularly the first semester of every academic year, the English Department, to cope with a staff shortage problem, may need to assign extra courses to some instructors. Since teaching an extra class is on an extra hourly