

# RECRUITMENT PROCESS DESIGN FOR ACADEMIC COUNCIL, SUAN SUNANDHA RAJABHAT UNIVERSITY

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## ABSTRACT

A study of Recruitment Process Design for Academic Council, Suan Sunandha Rajabhat University was aimed to; 1. Design the recruitment process for Academic Council, Suan Sunandha Rajabhat University and 2. Prepare the work manual of the recruitment for Academic Council, Suan Sunandha Rajabhat University.

The population of this study was the recruitment committee for Academic Council by the Regulation of Suan Sunandha Rajabhat University in Qualification, Criteria and Recruitment Process for Academic Council 2009.

The findings revealed that the recruitment process design for Academic Council, Suan Sunandha Rajabhat University contained 8 processes as follows;

- 1) Appointed the recruitment committee.
- 2) Conducted the 1st meeting of the recruitment committee for Academic Council to;  
1. Define 8 processes and schedule of the recruitment for Academic Council, 2. Notify the nomination for Academic Council (the poll was not allowed), 3. Design the nomination for Academic Council.
- 3) Nominated for Academic Council, Suan Sunandha Rajabhat University.
- 4) Notified the nomination list for Academic Council, Suan Sunandha Rajabhat University for all faculties.
- 5) Interviewed or inquired about the comment from general people who are related with the university appropriately for more consideration.
- 6) Conducted the 2nd meeting of the recruitment committee for Academic Council to consider 3 nominees who deserve the position ordered by the alphabet included their profiles to present at the university council meeting.
- 7) Considered for choosing the Academic Council (confidentially).
- 8) Inquired about the approval from who was chosen for being the Academic Council consecutively.

**Keywords:** Recruitment Process Design for Academic Council, Suan Sunandha Rajabhat University

## INTRODUCTION

### 1.1 Background and importance of the problem

According to the Rajabhat University Act B.E. 2547 [1], Section 2  
Section 20. Each university shall have an academic council consisting of

(1) The President of the Academic Council is the President.

(2) One academic committee chosen by full-time faculty members from the administrators or faculty members of each faculty.

(3) the number of committee members appointed by experts from third parties equal to those under (2)

Qualifications, criteria and procedures for selecting academic committee members under (2) and (3) as well as meetings and operations of the academic council. To be in accordance with the regulations of the university.

The Academic Council shall appoint a Vice-Chancellor as a member and Secretary of the Academic Council with the advice of the President.

Section 21. The Academic Senate committee has a term of two years. And may be appointed again But may not hold office for more than two consecutive terms

In addition to vacating office at the expiration of the term under paragraph one, the Academic Council Committee vacates office upon

- (1) Death
- (2) Resign
- (3) lacking the qualifications of being an academic committee president or academic committee committee
- (4) Imprisonment by a final judgment to imprisonment
- (5) being a bankrupt
- (6) being incompetent or quasi-incompetent

In the case that the Academic Senate committee vacates office before the end of the term and the process for taking the position of a replacement That person to be in office for the remaining term of the person he replaces But if the remaining term of office is less than ninety days May not proceed to have a replacement The Academic Council shall consist of the existing Academic Council members with powers and duties under Section 22.

In the case that the Academic Council committee vacates office at the end of the term But has not proceeded to acquire the new Academic Council The Academic Council Committee who vacates office shall continue to perform duties until a new Academic Council Committee has been appointed.

Section 22 The Academic Council has the powers and duties as follows

(1) Consider proposing a vision Academic policy formulation And the curriculum, teaching and evaluation, assessing the education in accordance with the objectives and obligations of the university.

(2) Consider proposing to proceed with research, teaching Evaluation of teaching and educational quality assurance

(3) Consider proposing a degree Higher Graduate Diploma Graduate certificates, diplomas and certificates

(4) To consider the proposal for the establishment, dissolution, consolidation and dissolution of the faculty, institute, office, government center, or other named organization having a status equivalent to the faculty Including the proposal to divide the government departments or departments in the said department

(5) Consider proposing to accept advanced academic institutions or other research institutions to join the university.

(6) To consider and give opinions on the appointment and removal of the professor. Associate Professor and Assistant Professor

(7) To consider and give opinions on the appointment and removal of a special professor. Professor Emeritus Associate Professor Special Assistant Professor And a special teacher

(8) Seek ways to make education, research, academic services to society, improvement of technology transfer and development Preserving art and culture Local development

Production and promotion of teacher education Conserving the environment and natural resources for greater prosperity

(9) Suggestions for coordination Mobilization for local development Agreement between universities in academic cooperation Coordinate the use of personnel. Share resources and expertise in the role of the university for local development.

(10) To consider and give opinions to the University Council regarding the academic work of the University.

(11) Propose comments on tracking Examine and assess academic performance of the university.

(12) To give advice to the chancellor and perform other duties as assigned by the university council or chancellor

(13) Appointing the committee Subcommittee Or any person to do anything Within the power and duty of the Academic Council

Academic Senate of Suan Sunandha Rajabhat University Responsible for managing the academic council meeting. Including the selection of committee of academic council In the past, recruitment has been conducted but there is no clear operating manual in writing.

The researcher as the meeting document preparer And is responsible for the operations Academic Council Recruitment Therefore, there is interest to design the aforementioned recruitment process to use as a guideline for personnel working.

## **OBJECTIVE**

1. To design the process for the academic council selection by having a clear operation manual Written That shows the operational procedures of various activities / processes of the department

2. To work to meet the target. On time, appointments and quality

## **METHODOLOGY**

Research study on the design process [4] of the academic council recruitment process Suan Sunandha Rajabhat University This time, there are two objectives. 1. To design the process for the Academic Council selection By having a clear operation manual Written That shows the operational procedures of the activities / processes of the department. 2. To achieve the work to meet the goals. On time, appointments and quality

### **2.1 Research methods**

#### **2.1.1 Researcher**

2.1.2 Population used in this study is the Academic Committee Selection Committee According to the regulations of Suan Sunandha Rajabhat University On qualifications, criteria and methods for selecting academic committee members, 2016

### **2.2 Study methods**

#### **2.2.1 Tools used for data collection include**

2.2.1.1 Brainstorming techniques Is a tool for brainstorming ideas About the process definition And the method for the Academic Council recruitment

2.1.2.2 The 5W 1H technique is used to plan the design of the academic council recruitment process. Suan Sunandha Rajabhat University

2.1.2.3 Tools used in process design are Quality Work Procedure (QWP), which is a map to show the academic council recruitment process. Suan Sunandha Rajabhat University

2.2.2 Data collection

2.2.2.1 Brainstorming techniques It is a tool for brainstorming opinions about the process and method of the academic council selection. Suan Sunandha Rajabhat University

2.2.2.2 Techniques for the 5W 1H to plan the design of the academic council recruitment process Suan Sunandha Rajabhat University

2.3 locations

Suan Sunandha Rajabhat University

2.4 Study duration

October 2018 - July 2019

2.5 Data analysis

Is a qualitative data analysis Which is obtained from the design of the academic recruitment process, Suan Sunandha Rajabhat University.

**RESULTS**

From the research on the process of the academic council selection Suan Sunandha Rajabhat University This time, there are two objectives. 1. To design the process for the academic council selection By having a clear operation manual Written That shows the operational procedures of the activities / processes of the department. 2. To achieve the work to meet the goals. Timely follow the appointment schedule and quality according to the concept of Wirapoj Lue Prasitkun [3] In accordance with the Rajabhat University Act 2004 and the regulations of Suan Sunandha Rajabhat University On qualifications, rules and procedures for the selection of committee of Academic Council 2016, respectively as follows

3.1 Process design results

3.2 Result of the operation manual

3.1 Process design results

The researcher has carried out various procedures. Of research operations To design the selection process for the President of Suan Sunandha Rajabhat University In accordance with the Rajabhat University Act 2004 and the regulations of Suan Sunandha Rajabhat University On qualifications, criteria and methods for selecting academic committee members, 2016 [2]

Data collection

This research The researcher has designed the academic process selection process. Suan Sunandha Rajabhat University According to the data collection procedure as in Table 1

Table 3.1 Table 5W 1H for research planning

Where to collect the data is the Affairs Department, Suan Sunandha Rajabhat University.

What to do (What)	Objective (Why)	Duration (When)	Responsible person (Who)	Method of operation (How to)	Tool
<b>Step 1 Review and analyze the old operational process flowchart</b>					
<b>Review and analyze the old</b>	To be aware of the procedures currently in use	2 weeks	Researcher	meeting to jointly review and analyze problems	1.Brainstorming techniques 2.Meeting record

<b>What to do (What)</b>	<b>Objective (Why)</b>	<b>Duration (When)</b>	<b>Responsible person (Who)</b>	<b>Method of operation (How to)</b>	<b>Tool</b>
<b>operational process flowchart</b>				Obstacles in current operations	
<b>Step 2 Design the process flowchart</b>					
Process design Recruiting Academic Council of Suan Sunandha Rajabhat University	In order to obtain a sequence of steps and activities for the systematic process of recruitment of the Academic Council of Suan Sunandha Rajabhat University	2 weeks	Researcher	Design quality process flowchart (QWP)	1. Flowchart of quality work procedures 2. Process quality index
<b>Step 3. Create an operation manual</b>					
Create an operation manual.	In order to set the operational guidelines of the workers	Jun 2019	Researcher	1. Bring the results from the process design to create an operation manual.	

#### Data analysis

In data analysis The data obtained from each step were analyzed to assess the feasibility of the design process. And use the design process to try it out in the actual operation

### CONCLUSION AND FUTURE WORK

From the design of the recruitment process, the Academic Council of Suan Sunandha Rajabhat University can be summarized into 6 steps which are

- 1) Appointment of the Nomination Committee
- 2) The 1st Academic Council Committee Selection Committee meeting to (1) specify the procedures and calendar of the recruitment process, consisting of 6 steps (2) issue announcements of names of persons nominated to the Academic Council (3) design, nominate suitable candidates for Academic Council
- 3) The faculties / colleges, 14 departments, nominate not less than 2 names of persons suitable for academic status by attaching the procedures for obtaining the said persons
- 4) Nomination Committee The meeting will consider the list of all nominations. And check the qualifications for a total of 21 people, including history, detailed information used in consideration To the University Council In order to select a suitable person to be an academic council
- 5) Select the suitable person for the Academic Council position.
- 6) Ask for consent from the person who has been chosen as the Academic Council respectively

The results of the manual for the academic recruitment of Suan Sunandha Rajabhat University

The researcher brought the process of selecting the academic council. Suan Sunandha Rajabhat University, which has been unanimously approved by the University Council. To create a quality operation manual, the operating manual is divided into 3 parts, consisting of 1) quality objectives 2) scope 3) process selection process for the Academic Council of Suan Sunandha Rajabhat University

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