



## **Prince of Songkla University Announcement**

**Subject: Regulations and Methods on Mission Staff Employment, B.E. 2563**

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Whereas it is expedient to specify regulations and methods for hiring mission staff according to their mission to perform tasks that are essential to specific matters or specific projects in accordance with the strategy and direction of the university or department's development, with a clearly specified period of work.

By virtue of Section 34 and Section 39 of the Prince of Songkla University Act B.E. 2559 by the resolution of the University Executive Committee at the meeting No. 8/2020 on August 5, 2020, the following announcement has been declared:

Clause 1. This announcement is called "Prince of Songkla University Announcement Subject: Regulations and Methods on Mission Staff Employment, B.E. 2563."

Clause 2. This announcement is effective from the announced date hereafter.

Clause 3. In this announcement:

“University” means Prince of Songkla University

“Sector” means the sector of Prince of Songkla University

“Department” means a department of Prince of Songkla University

“President” means the President of Prince of Songkla University

“Mission Staff” means an employee hired for temporary work of specific tasks with a clearly specified period of work.

Clause 4. The person who will be employed as a mission staff must have the following qualifications:

4.1 a civil servant in a Higher Education Institution under Prince of Songkla University, or retired PSU staff, or outsider of the University, and

4.2 a person with knowledge, competency, skills and experiences, or with great potential or specialization that corresponds to the nature of work that the Sector has been assigned to perform.

Clause 5. The Department, which has a project or mission that will drive the strategy or goal of the Sector or University and is in need of mission staff, prepares a detailed project or work plan, manpower plan, position to hire, the workload of the position, term and conditions of employment, wage rates, qualifications or position-specific qualifications, and submits these to the head of the Sector for consideration and approval.

Clause 6. The Sector specifies the format or method of recruitment or selection as appropriate in order to acquire the person with knowledge, competence and expertise in accordance with the nature of work performance assigned by the sector.

Clause 7. Employment of mission staff can either be full-time or part-time, depending on the duration of the project or mission, but not more than one (1) year at a time, according to the employment contract attached to this announcement.

Employment plans longer than one year need to be proposed to the President for approval.

Clause 8. The head of Sector has the power to issue an order for the employment of mission staff and notify the committees of the Sector and University.

Clause 9. Wage rate shall be paid with the income of the University, or income of the Sector, or grants-in-aid from the government according to projects or missions, and there is no adjustment or increase in wages.

Clause 10. Wage rate, workload specification, the achievement of the work, and other conditions shall be in accordance with the agreement stipulated in the employment contract.

The head of the Sector has the duty to supervise, follow up the performance of mission staff, to comply with the terms of the employment contract, as well as proceed for the employment contract or the extension of an employment contract.

Clause 11. Regarding working days, leave, and holidays for mission staff, the rules and procedures of the university staff shall apply.

Clause 12. Mission staff contract is terminated upon

1. loss of life
2. expiration of employment contract or the end of the project
3. resignation by notifying the University or Sector in writing at least 30 days in advance, except when there is a reason for necessity
4. performance that does not satisfy the workload agreement as specified in the employment contract
5. acts that cause damage to the University or Sector
6. serious misconduct or neglect of duties without reasonable cause
7. sentence of imprisonment according to final judgment
8. health issues due to illness, resulting in the inability to work consistently, or to perform work at all, or in having a negative effect on the University or Sector, as assessed by the doctor.

Clause 13. The head of the Sector orders the mission staff to leave work according to Clause 12. (2) - (8), and notifies the university.

Clause 14. The President is in charge of this announcement, and is authorized to issue announcements on regulations or methods for implementing this announcement. In case any problems or doubts arise regarding the implementation of this announcement, the President is authorized to predicate, and the President's decision is considered final.

Announced on 25 August 2020

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