



# Appointment Procedures for Adjunct Professor (30 day process)

1



IR seeks approval from RILCA committees for the nomination of a qualified applicant (up to 30 days as committee meeting occurs once a month)

IR provides an invitation letter for the applicant (3 days)

2



3



IR obtains statement of the scope of work, work plans, or performance agreement and letter of consent or approval to work at Mahidol University from the applicant's original affiliation signed by an authorized person of the Host Affiliate (duration process depends on applicant's affiliate organization)

4



IR obtains proof or evidence of work that has been performed in cooperation with academic, research, or academic services between the Host Affiliate and the applicant, CV and list of candidate's publications (up to 7 days)

5



Submit the documents to the President of the University for Consideration and appointment to the position of the Adjunct Professor.

6



The Adjunct Professor position is designated to be active for a maximum of 5 years, with a possibility of reappointment.

7



Performance report of the adjunct professor must be submitted to International Relations Division every 6 months.