

Teaching Load and Advising Hours

(To be submitted to Office of Human Resources Management)

Semester: ____ / ____

Name – Surname:		ID No.		Position:	
Dept.	School:	Office:	Ext. phone no.		

I. Time Schedule: Please fill in the course code of assigned subjects and section (s) in the provided timeframe below.
For advising hours, Use the provided symbol to signify the office/advising hours. (^a can be used for advising)

Day	Huamak/Suvarnabhumi campus								
	8.30- ^a 9.00	09.00-10.30	10.30-12.00	12.00-13.30	13.30-15.00	15.00-16.30	16.30- ^a 17.00	17.00-18.30	18.30-21.30
MON									
room									
TUE									
room									
WED									
room									
THU									
room									
FRI									
room									
SAT									
room									
SUN									
room									

II. Teaching Load and Advising hours Summary:

(1) Subject Code	(2) Lecture hrs.	(3) Lab hrs.	(4) Actual teaching hrs./week	(5) Total teaching hrs. based on conversion of lab to lecture hrs.	Chairperson's signature	Dean's signature
A. Normal Teaching Load						
In faculty						
1. XXX (X credits)						
2.						
3.						
Other faculty						
1.						
Total Teaching hours						
B. Extra [Extra (5), the actual lecture hours exceeding the required teaching load]						
In faculty						
1.XXXX						
2.						
Other faculty						
1.						
Total extra hours						
Total Teaching and Extra hours						
C. Advising = (30 – Total Teaching hours)				Remark: 2 lab hours = 1 lecture hour	Approved by Vice President for Academic Affairs	
Total Teaching and Extra hours + Advising hours						

Lecturer's signature Date