



## Assumption University Announcement

No. 25/2013

Subject: Textbooks and Books Evaluation Process

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Whereas it is deemed appropriate to promote and support Assumption University faculty members in writing textbooks/books and to ensure writing standards and quality, the Rector Magnificus of Assumption University, empowered under the provisions in Articles 43 (1) and (5) of the Private Higher Education Institutions Act B.E. 2546 Amendment (No.2) B.E. 2550, hereby announces the Textbooks and Books Evaluation Process as follows:

### 1. Rationale

1. To support faculty members in writing textbooks and books.
2. To evaluate textbooks and books to ensure quality.

### 2. Definitions

Textbook: Academic document systematically written and which:

- a. responds to all or parts of the contents of a course or a curriculum,
- b. reflects the textbook's capability to impart knowledge at the higher education level, and
- c. provides up-to-date contents as of the date of printing.

Book: Academic document which:

- a. has a solid base of academic knowledge,
- b. contains the writer's views which promote wisdom and academic strength in the field of specialization and/or the related field,
- c. has logically connected and comprehensive contents,
- d. may not be related to the university's curriculum or may not be used in teaching and learning a course, and
- e. is up-to-date as of the date of printing.

*(Adapted from Commission on Higher Education's definitions of Textbook and Book for academic title appointment)*

### 3. Evaluation Committee

An evaluation committee will be set up to evaluate the quality of textbooks and books written by faculty members. The evaluation committee comprises of two external experts in the field and one full-time faculty member. The committee members should have the following qualifications:

1. Hold at least an Assistant Professor title
2. Have knowledge and expertise in the field
3. Hold an academic title not lower than that of the author(s)

If the faculty member does not meet no. 1 and 3 criteria, the committee will comprise of three external experts.

**4. Procedure**

1. The author(s) should inform the University about the textbook or book as part of his/her portfolio.
2. The University appoints an evaluation committee to evaluate the textbook or book.
3. The University informs the author(s) about the result of the evaluation.

**5. Criteria for Evaluation**

The criteria that will be used to evaluate the textbook or book are the criteria specified by the University.

Given on November 18, 2013

A handwritten signature in black ink, appearing to read 'Bancha', with a long horizontal flourish extending to the left and right.

Rev. Bro. Bancha Saenghiran, f.s.g., Ph.D.  
Rector Magnificus