

PRESIDENT'S EXECUTIVE COUNCIL (PEC)

Summary Report

November 2003

(4, 11, 18 and 25 November 2003 Meetings)

1. Reclassification of Faculty

Placement of faculty under the new salary scale will be gradual and based on the results of the external peer review and recommendations of the School Faculty Meeting and Academic Senate. In case the salary corresponding to a faculty member's level in the new faculty ladder structure is lower than his/her emolument under the previous salary structure, his/her emolument under the new contract will be fixed at the level as of his/her previous contract (inclusive of the former quarters allowance and withholding tax, and accordingly adjusted to account for the increased Institute contribution to his/her ISF). For the new emolument, he/she will be responsible for payment of any income tax liability. For the period of his/her new contract, he/she will not be eligible for any salary adjustment due to merit increment, but will be entitled to receive approved cost of living allowance. According to the new *Policy & Procedures on Employment of Faculty: General Work Regulations*, a faculty member is allowed to earn up to, but no more than, 33% of his/her salary from other approved Institute activities. In this regard, any additional remuneration will be based on his/her corresponding level in the new salary structure, which will be counted to make up the difference between his/her actual salary and the amount which corresponds to his/her level in the new salary scale, and will only start earning additional remuneration after this salary make up is fully achieved. Should, in the future, a faculty member's accomplishments, following standard review procedures, warrant his/her placement in the new salary structure which at least matches with his/her current emolument, he/she will then be placed under the new salary scale.

2. RTG Joint Research Proposal

PEC reviewed the draft announcement of the "*Call for Joint Research Project Proposals (2004)*" according to which RTG has approved a grant of Baht 16.5 million to AIT to conduct joint research projects with state universities or research institutions in Thailand. Institutional linkages should be established directly between AIT and Thai universities. It may well be that GMSARN could be used as a vehicle for research initiatives jointly with Thai universities. AIT can play a role in the creation of a research culture in these universities.

3. Faculty Representatives to the Presidential Search Committee

PEC expressed its non-endorsement on the wording used in the announcement and nomination form for faculty representatives issued by the Election Committee of the Academic Senate, regarding the explicit gender requirements which appear discriminatory.

4. Proposed Measures to Improve the Institute's Accounting and Budgetary Practices

The general guidelines on accounting and budgetary control were endorsed by PEC for implementation with further clarification and explanation to be provided under some of the points. All activities of AIT should be budgeted, and any income that passes through the AIT system must adhere to the standard accounting procedures. Specific requests by Schools/Units will be dealt with on a case-by-case basis. Members were assured that introduction of the proposed measures will not affect normal operations.

5. Campus Environment Committee

The revitalized Campus Environment Committee, with new terms of reference, has met. The committee, chaired by SERD Dean, has suggested specific measures to improve the campus environment conditions, including energy and water conservation, waste disposal/recycling, and landscape planning, as well as to increase community awareness on environment-related matters.

6. Honorarium for Adjunct Faculty

With effect from 1 January 2004, the honorarium for adjunct faculty will follow the rates for lecture hour/laboratory session under the new salary structure for AIT faculty. No reimbursement for transportation costs will be given.

7. RTG-Human Resource Development Program

The revisions made in the evaluation report of the RTG-HRD Program (Phase II), particularly the evaluation criteria, were pointed out. The recommendations, which are positive, are most welcome. It was reported that efforts towards finding the most appropriate AIT-RTG modus operandi are being pursued with the Higher Education Commission of the Ministry of Education.

8. Energy Saving

To effectuate some savings, air-conditioning in the academic and administrative buildings will be automatically turned off from 11:30 a.m. to 12:30 p.m. during official working days.

9. AIT Drinking Water Analysis

The results of the water quality analysis will be announced to the AIT community, to make everyone aware that the water distributed on campus is potable.

10. Course Coding Scheme for the Semester System

An internal "*special study code*" will be assigned which would distinguish the special study credits.

11. Partnership with Germany

AIT has been informed through the Embassy that Germany through its Federal Ministry for Economics Cooperation and Development (BMZ) is interested in exploring and

discussing the possibility of entering into a new partnership with AIT in the form of short term research and training projects.

12. Infineon Prize

Infineon Technologies AG has donated US\$ 5,000 towards an endowment for an “*Infineon*” Prize to be awarded to the best Microelectronics graduates of AIT starting from the December 2003 graduation. Infineon is also thanked for its scholarship support to AIT.

13. US and Spanish Support for Students

AIT has been informed through Mr. Ravic Huso, Minister Counsellor, US Embassy who attended the 31 October 2003 Board of Trustees meeting that the US government would be interested in supporting students from Iraq and Afghanistan to pursue their studies at AIT in particular in view of AIT’s multinational character. Similarly the Spanish Ambassador has also expressed interest in providing support to students from the Philippines and Vietnam to pursue their studies at AIT.

14. Nobel Laureate Lecture Series

Nobel peace laureate for 2003 Shirin Ebadi will also be delivering a lecture at AIT on 21 April 2004, in addition to the eight speakers who have already been confirmed.

15. Establishment of Provident Fund

PEC received the draft of the documents to be used in the Provident Fund registration. An ISF General Meeting will be called prior to the starting date of the Provident Fund, which is 1 January 2004. The Institute will cover the tax in the case of employees, with whom the Institute has contractual obligation, and who have less than 5 years of service remaining. This information will be communicated in writing to the community towards alleviating some concerns which have been raised in this regard.

16. Student Course Evaluation

There was concern expressed over the low participation by students in the course evaluation process. It was felt that the evaluation should preferably be conducted during the last week of classes and not after the grades are out.

17. Partnership and Agreements

PEC endorsed the following partnership agreements:

- Cooperation between AIT and the Communications Research Laboratory of Japan (CRL).
- Extension of agreement between AIT and the Helsinki University of Technology, Finland, which now incorporates a reciprocity agreement wherein both institutions will try to ensure a balance in the number of exchanged students.
- MoU between AIT and the Asia Pacific Nanotechnology Forum.
- Strategic partnership agreement between AIT and the International Fellowships Fund, Inc. (IFF). IFF runs a fellowship program, the Ford Foundation International Fellowships Program, whose mission is to provide opportunities for exceptional individuals from countries who wish to undertake advanced studies and who will

use this education to make outstanding contributions in their respective fields, furthering development in their own countries and greater economic and social justice.

18. Indian Faculty Secondment

Based on feedback received from Indian seconded faculty members, a formal letter will be submitted to the Government of India requesting to extend the duration of Indian short-term faculty secondment to 16 weeks (15 + 1) instead of three months in view of the shift to the semester system.

19. Institute-wide Courses

The Academic Advisory Panel during its recent meeting in Hanoi on 14 November 2003 supported the offering of Institute-wide courses, which are elective courses delving into such areas as ethics, Asian culture, entrepreneurship, gender issues, good governance, conflict resolution, etc. It was recommended that ideally, such courses, should be offered during the first semester, and be directly linked to the technological side of AIT's programs and, as much as possible, taught by outside practitioners in a dynamic manner, likely a seminar type with strong student participation. To encourage AIT faculty members to diversify, it was proposed that some sort of financial incentive, but not paid as salary, could be considered.

20. Faculty and Staff Official Travel

The P&P pertaining to Faculty and Staff Official Travel will be simplified with the GTZ guidelines consulted on the daily subsistence allowance rates to be applied. The latest GTZ rates on the daily subsistence allowance for various countries will be perused as a possible basis for the revision of the AIT DSA rates. In the interim, the hotel rate of \$ 30 could be adopted for Thailand.