

Appendix 1: Memorandum of Agreement
Job description of Foreign Contract Teachers

This memorandum of agreement is part of the main employment agreement dated.....between Sakon Nakhon Rajabhat University by the president, (hereafter referenced as “the Employer”), and (referenced as “the Employee”). for a period ofyear..... month days beginning from to..... and from to It is to specifically describe the scope of functions and services that the Employee has agreed to perform while being employed by the Employer as follows:

1. Reaching a range of language subjects mainly to SNRU students for about 16–18 periods (or more) per week, (Monday – Friday).
2. Lesson preparation and delivery, testing and reporting of grades for the employee’s assigned subjects.
3. Creating language activities associated with the Faculty’s strategic plan, (once per semester).
4. Compiling or producing language materials for at least one subject taught per semester. Contributing your skills and expertise to assist in any extra-curricular work.
5. Teaching and managing language services arranged by ILAC for both students and non-students in a variety of settings and times, (possibly for extra payment in addition to the monthly salary).

Both parties have read and fully understand the job description above and accordingly sign their names as evidence thereof.

Signature(the University)

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President of Sakon Nakhon Rajabhat University

Signature(the Employee)

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Signature (Witness)

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Signature (Witness)

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Signature Typewriter

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Signature..... Proof reader

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