

Criterion 6: Academic staff quality

Exh.6.1	Process of the human resource training and development see paper evidences
Exh.6.2	Decision No. 42/QD-DHSPKT-TCCB, date 09/04/2013 on standards of lecturers of HCMUTE <ul style="list-style-type: none"> - Regulations on School teacher standards. <ul style="list-style-type: none"> • As a professional officer in charge of teaching and scientific research at universities, colleges and post-graduate training in the specialty of school. • Required qualifications: Master degree or more for teaching faculty of theoretical disciplines of higher education programs; holds a PhD degree for faculty teaching and thematic guidelines, dissertation, thesis in the Master's program, PhD's program. There are the certificate of pedagogy for high education. • About Language: at least TOEFL 500 or TOEIC 600. • About Informatics: informatics certification level B or higher.
Exh.6.3	Plan No. 107/KH-DHSPKT-TCCB, date 30/6/2014 on recruitment plan for 2014 <ul style="list-style-type: none"> - Planning of the recruit in 2014: the number and vacancies.
Exh.6.4	Scientific CV of lecturers see paper evidences
Exh.6.5	Decisions on appointment of staff to participate into training courses and professional enhancement see paper evidences
Exh.6.6	Faculty recruitment plan
Exh.6.7	Process of staff recruitment in HCMUTE <ul style="list-style-type: none"> - The process of recruiting staff, faculty: <ul style="list-style-type: none"> • Planning: Planning for each department needs. • Consider and approve the plan. • Recruitment announcement. • Identify application page. • Admission: Two Rounds (professional and interviews). • Notice results.
Exh.6.8	Announcement No. 109/TB-DHSPKT-TCCB, date 16/7/2014 on lecturers and staff recruitment <ul style="list-style-type: none"> - Recruitment announcement in 2014 was sent to the media. - Information on the location and the recruitment requirements. - The deadline for applications.
Exh.6.9	Announcement No. 73/TB-TCCB, date 12/12/2013 about report on personnel situation and orientation for staff development in the period of 2013-2018 see paper evidences
Exh.6.10	List of visiting lecturers in 2012-2013, 2013-2014 of the faculty see paper evidences
Exh.6.11	Evidence on implementation of the process of inviting and monitoring visiting lecturers

	see paper evidences
Exh.6.12	Decisions on allocation of instructing lecturers for probation period <ul style="list-style-type: none"> - Lecturers and Senior Lecturers are allocated to instruct new recruit member
Exh.6.13	Consideration files of probation completion <ul style="list-style-type: none"> - The process of recognizing all probationary period: <ul style="list-style-type: none"> • Report on the work already done in the probationary period. • Reviews of the instructor-led training. • Proposal of the dean.
Exh.6.14	Decisions on recognition of probation period <ul style="list-style-type: none"> - Decision to recognize the end of the probationary period of teachers, staff and allow labor contract duration.
Exh.6.15	Guide elect the emulation titles <ul style="list-style-type: none"> - Guide election process emulation titles based on individual achievements of each teacher accomplished in the year.
Exh.6.16	Decision No. 675/QD-DHSPKT-TCCB on recognition of emulation titles in 2013-2014 for individuals and units <ul style="list-style-type: none"> - The decision on recognition of titles for individuals and units after Emulation and Reward Council of the review and approval.
Exh.6.17	Decision on early raise of salary for lecturers of the faculty <ul style="list-style-type: none"> - Decide early salary increase for individuals with outstanding achievements.
Exh.6.18	Description of functions and duties of department members see paper evidences
Exh.6.19	Faculty organization structure see paper evidences
Exh.6.20	Description of functions and duties of department members see paper evidences
Exh.6.21	Individual report in the academic year <ul style="list-style-type: none"> - Report on the work done by the teachers in the past school year, individual advantages and disadvantages of self-evaluation, review of the department heads and deans.
Exh.6.22	List of professional groups see paper evidences
Exh.6.23	Teaching allocation in the semester <ul style="list-style-type: none"> - Roster of teaching the subjects in the semester.
Exh.6.24	Workload allocation of staff in the department <ul style="list-style-type: none"> - The workload of lecturers depends on the degree and title.
Exh.6.25	List of teaching assistants of Electrical and Electronics Engineering in semester 2, 2014-2015 see paper evidences
Exh.6.26	Evaluation system of KPIs <ul style="list-style-type: none"> - Assessed according to KPI system is applied in the field to evaluate job performance.
Exh.6.27	Results of examination for raising the scale of lecturers in the faculty see paper evidences
Exh.6.28	Description of functions and duties of lecturers

	see paper evidences
Exh.6.29	Report on results of profession and skill further training for lecturers see paper evidences
Exh.6.30	Result on student evaluation of teaching activities of the course - The results of the survey of students on each course lecturers during the semester. This report will be compiled by the Quality Assurance Department and sent to each individual faculty pages.
Exh.6.31	Mid-term strategic development plan in the period of 2011-2015, 2016-2020 of FEEE see paper evidences
Exh.6.32	Plan No. 05/KH-DYK date 14/6/2013 and Plan No. 227/KH-DU, date 20/8/2013 on planning of human resource at executive committee and staff at leadership and management positions to 2020 and the next years see paper evidences
Exh.6.33	Decree No. 29/2012/ND-CP, date 12/4/2012 of the government about recruitment, employment, and management of employees see paper evidences
Exh.6.34	Law No. 22/2008/QH12 Law on Cadres and Civil servants see paper evidences
Exh.6.35	Law No. 58/2010/QH12 – Law on public employees see paper evidences
Exh.6.36	Vietnam Labor Code see paper evidences
Exh.6.37	Vietnam Social Insurance Law see paper evidences
Exh.6.38	Laws No. 15/2003/QH11 on Emulation and Commendation see paper evidences
Exh.6.39	Decision No. 05/QD-DHSPKT-TCCB, date 03/01/2014 on raise of salary, beyond seniority allowance for employees in 2013 - The decision to allow increased salaries and allowances for staff in the list was the review board salary in 2013
Exh.6.40	List of lecturers participating into the program see paper evidences