

**The Department of English  
Faculty of Liberal Arts  
Thammasat University  
Rangsit Campus**

**Information for Applicants/FAQ**

**Formal qualifications and experience requirements**

In order to be eligible for consideration, we require that you have all the following qualifications and experience:

1. English native speakers or native speaker competence  
(See *FAQ for further explanation.*)
2. Applications from Thai nationals will NOT be accepted for foreign instructor positions
3. Master's degree or above
4. A TEFL certificate and 2 years college teaching experience
5. Not more than 59 years of age at the time of application  
(See *FAQ for further explanation.*)

**Application Procedure**

An applicant should prepare the following documents:

1. An application form (obtainable from the website: <http://www.tuenglish.org> or <http://www.english.arts.tu.ac.th>)
2. A curriculum vitae
3. A current passport size photo
4. Copies of transcript(s) and degree certificate (s)
5. Two letters of reference, including telephone number and e-mail of each referee

Submit all of them to the department either by post or in person. (Note: We do not accept applications by e-mail, so please do not send them -see FAQ. We cannot process the application without receiving **ALL** the required documents including the letters of reference.)

The administrative address is: Miss Manatsaporn Klinchuen  
Administrative Office, Faculty of Liberal Arts  
Thammasat University (Rangsit)  
99 Moo 18 Klong 1 Klong Luang  
Pathumthani 12120, Thailand  
**Email: nooae.manatsaporn@gmail.com**

**PLEASE NOTE:** Although we are happy to deal with e-mail enquiries, the actual application and copies of the relevant documents must be in hard copy (on paper).

E-mail enquiries may be sent to Mr. Simon Stewart at [simon@staff.tu.ac.th](mailto:simon@staff.tu.ac.th)  
We are unable to acknowledge receipt of applications.

The Department of English has a commitment to maintain the highest academic standards and respect the duty of care which we owe our students. In order to do this, applicants should note that we shall confirm the validity of qualifications submitted with the issuing institution of each qualification. Contracts will be terminated immediately if any qualifications are subsequently found to be invalid, incorrect, or fraudulent.

### **Applicant Test and Interview**

Each applicant is required to take a straightforward test of their English skills, followed by teaching demonstration and interview.

1. Written test (1 hour)

2. Teaching demonstration (30 mins.) Please note, **this is intended to be a skill-based sample lesson** pitched at around the 3rd year undergraduate level. Teaching of a simple grammar point would not therefore be appropriate. In addition, the point is for the interview panel to view a sample of your actual teaching, rather than a commentary on what you would teach. **In other words, pretend the panel are your students for the purposes of the teaching demonstration.** Purpose of the lesson, teaching strategies and similar points can be discussed after your lesson concludes.

3. Interview (30 mins.)

## **Test Results**

Each applicant will be informed of the screening results about three weeks after he/she has taken the screening tests.

## **The Contract**

The initial contract is one year. After satisfactory completion of this contract, the instructor will be offered a further one or two-year contract, depending on performance during the previous contract.

## **Teaching Load**

The basic teaching hours required by the contract are only 12 hours per week. However, overtime is paid for any teaching over 10 hours per week. This leaves plenty of time for additional teaching to generate further income. Instructors are appointed to work fulltime, from 8 am to 4.30 pm Monday to Friday. Other than teaching, the instructors may be assigned to perform other duties, such as making up tests for organizations that have asked for our services, interviewing candidates applying for teaching positions in our department, organizing English Club activities, developing instructional materials of various types, and proofreading papers and exams.

## **Basic Income**

1. Starting salary	20,780 Baht/month
2. Accommodation allowance	8,000 Baht/month
3. Overtime pay (for teaching over 10 hours per week)	2,400 Baht/month
4. Top-up budget	5,000 Baht/month
5. A one-month bonus after a one-year- contract or a two-month bonus after a two-year-contract	

Thus, including overtime, each foreign instructor in the department will receive at least 36,180 Baht per month, not including the bonus or additional income described below.

## **Additional Income**

The Department of English and other departments at Thammasat University offer numerous additional courses which are paid at around 900-1,500 Baht per hour. It is therefore not uncommon for instructors to earn a total income in the

region of 30,000-50,000 Baht per month, depending on the available courses, the teacher performance and willingness to work flexible hours.

Instructors who volunteer to teach any of those classes will be chosen on a rotation and teaching performance basis.

In addition, a gratuity of one-month basic salary is paid on successful completion of the contract.

### **Health Insurance**

The Department of English provides foreign instructors with a comprehensive health insurance package, at no cost to the instructor. For administrative reasons this does not begin until after successful completion of a three-month probationary period.

### **Accommodation**

Many foreign instructors prefer to find their own accommodation in the numerous different areas of Bangkok which are interesting and pleasant places to live in, depending on their personal preference. However, should instructors enjoy a campus lifestyle, we are able to arrange modestly priced accommodation within our new campus in the Bangkok suburbs.

### **Courses Offered by the Department**

The department offers a variety of courses for both English Majors and students from almost every faculty. There are five categories of courses available here:

1. Writing courses: Sentence Writing, Paragraph Writing, Essay Writing, Creative Writing, Journalistic Writing, Argumentative Writing, etc.
2. Listening-Speaking courses: Listening-Speaking from beginner to advanced level, Public Speaking, etc.
3. Reading courses: Reading for Information, Reading for Opinions, Academic Reading, Critical Reading, Reading for Appreciation, etc.
4. ESP courses: English for Hotel Personnel, English for Tourism, English for Office Personnel, English for Business, Business Writing, etc.

5. Translation and other content courses: Principles of Translation, Translation (Thai-English/ English - Thai), Interpretation, Arts and Culture, etc.

6. M.A. and Ph.D. in English Studies. Suitably qualified members of staff may be invited to participate in this International Program run by the Department of English, which follows three main aspects of English Studies: Applied Linguistics, Intercultural Communication and Literary Studies. For further information see: <http://www.tuenglishstudies.org/index.html>

7. The department also offers a wide range of Business English and ESP courses to the general public.

8. We also offer postgraduate level courses in English for Business Management (EBM) and a Translation Graduate Program.

## **FAQ**

Q. Do you have a website?

A. <http://www.tuenglish.org/index.html> and <http://www.english.arts.tu.ac.th/>

Q. What exactly do you mean by native speaker of English?

A. Generally, native speaker of English means that (1) English is the official language of the country of your birth and nationality; (2) English is your first language, i.e. the language that you learned first; and (3) English is your mother tongue, i.e. the language used in the home of your parents.

Q. I do not quite fit your description of native speaker, but I have excellent qualifications and teaching experience. My English is fluent and of native speaking standard. Will you consider my application?

A. Yes, but you will need to satisfy us that your standard of both written and spoken English language use is of the same standard as a native speaker of English. However, you must not be a Thai national.

Q. I am 60 (or older). I am very experienced and a great teacher. Why can't I apply?

A. Thammasat is a government university. In cases where teachers will be over 60 at the beginning of a contract, special permission is required from the

Ministry of Finance (MOF) to issue a contract and will only be granted in cases of exceptional expertise. Being very experienced and a great teacher would not fall within this exception.

Q. I am 60 (or older). I am a recently retired foreign professor with a Ph.D. and a long history of relevant publications in the EFL field. Can I apply?

A. Yes, we would welcome your application. However, you must appreciate that because of the additional requirements of the Ministry Of Finance your application may not be successful.

Q. Will you acknowledge receipt of my application?

A. See below. No, we do not have time to acknowledge receipt, but we will let you know the outcome.

Q. You seem to be taking a long time to reply to my application. Is anything wrong?

A. Your application will be dealt with ASAP. However, please understand that it is considered by working academics who have many teaching, research and other responsibilities. When your application is received, it will be screened individually by members of a screening committee who will decide whether to invite you for interview. You will normally receive an e-mail giving a decision within four weeks of your application.

Q. I have heard that Thammasat University has a historic old campus in old Bangkok. Can I work there?

A. It is correct that Thammasat University has a rich history and does have an old campus in an older part of Bangkok. The popularity of the university with students eventually necessitated a move to the new campus as the old campus suffered from severe overcrowding. The new campus is pleasant and spacious, with many facilities like indoor and outdoor swimming pools and teacher's accommodation that were impossible to build on the old campus. All undergraduate teaching is based at the new campus. However, our teachers do have many opportunities to teach additional courses on the old campus, when they are available and when schedules permit.

Q. The additional income from extra teaching is important to me. Can you guarantee it?

A. No, but it is a likely possibility. It can take time to build up a number of contacts and courses that teachers teach to earn additional income. It will also depend on your particular expertise, and student feedback. In addition, the general economy can affect how many external students apply for additional courses and therefore how much work is available.

Q. I understand that initial contracts are for one year. Will my contract be renewed after that?

A. Continuity is important to the department. Therefore, contracts will frequently be renewed. However, this will depend on an assessment of your work performance, student feedback, good working relationship with colleagues, contribution to the department and similar factors. If specific problems have emerged during the first contract (but following probation) either in relation to academic performance or professional behaviour the contract will not be renewed.

Q. Why does the application form ask for information about my mother and father?

A. In the event that your application is successful, the immigration authorities require this information.

Q. I have been invited for interview. Will you please suggest what I should teach for a demonstration lesson?

A. You will be given broad guidelines, but we will not suggest what you should teach. This is because your selection of a suitable subject is part of the assessment. For detailed information about the curriculum, please visit either of the mentioned websites.

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