



POLICY STATEMENT 81 CERTIFICATION OF PROFICIENCY IN SPOKEN ENGLISH FOR FACULTY/ TEACHING ASSISTANTS

POLICY DIGEST

Monitoring Unit: Office of Academic Affairs
Initially Issued: November 17, 1992
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I. PURPOSE

Act 754 of the Louisiana legislature requires that all instructional personnel teaching one or more undergraduate courses in public universities and colleges be certified as being proficient in spoken English. Certification must be provided for both faculty and graduate teaching assistants. A lack of proficiency in spoken English shall preclude teaching assignments at the undergraduate level. This policy assumes that native speakers of English need not be certified, since they are proficient in the language by the time they are employed by the University. Those for whom English is a second language must be certified according to the provisions of this policy statement.

II. PROCEDURE

A. Certification of Faculty

Certification shall be the responsibility of the department chair and the dean. Department chairs and deans shall verify the adequacy of the faculty member's spoken English by one or more of the following methods and are encouraged to use multiple approaches.

1. personal interview with faculty member
2. attendance at public lecture given by faculty member
3. monitoring of faculty member's classroom performance

The department chair and dean will forward to the central administration a statement of the adequacy of spoken English proficiency for each of these faculty members. See attached form. In the case of units with no chairs, the entire process shall be conducted by the dean, but a second certification by an associate dean or other college official will be necessary. Verification of English proficiency must be submitted with faculty appointment forms.

Certification of current faculty shall be carried out prior to **NOVEMBER 15, 1992**; certification of subsequent new hires shall be carried out as part of the interview process.

Should department chairs or deans receive substantial complaints from students regarding the faculty member's proficiency in spoken English, they may elect to revoke the certification of proficiency. Such revocation must be accomplished by immediate written notice to the faculty member and to the Executive Vice President & Provost. No undergraduate teaching assignment may be made until the revocation is successfully appealed by the faculty member.

Faculty members may appeal the denial/revocation of certification to the next highest officer in the supervisory chain above the point of denial/revocation. The decision of the Executive Vice President & Provost is final. Faculty members must provide evidence of proficiency in spoken English in a classroom or public lecture setting AND on a standard test in order to successfully appeal denial/revocation of certification.

B. Certification of Graduate Teaching Assistants

See PS-21 (Graduate Assistants), p. 2, #5

Department chairs/deans will follow procedures established by the Graduate School. Certification must be submitted to this office no later than **NOVEMBER 15, 1992**. In subsequent years, certification must be submitted prior to **SEPTEMBER 1**.