

**McNeese State University**  
**ASSESSMENT AND CERTIFICATION OF FACULTY**  
**ENGLISH PROFICIENCY POLICY**  
**June 13, 2007**

**I. Assessment and Certification of Faculty English Proficiency**

This policy establishes the responsibility of McNeese State University to assess and certify faculty English proficiency. This policy applies to all full-time and part-time instructional personnel, including graduate assistants, employed by the university and who teach undergraduate and graduate level courses.

In compliance with the Board of Regents policy pursuant to mandates in Act 745 of the 1991 Session of the Louisiana Legislature and the University of Louisiana System policy FSIII.I.C-1, the university is responsible for certifying to the System office certification of English proficiency of all new instructional faculty who were hired on or after July 1, 2007.

**II. Definitions Related to Assessment and Certification of Faculty English Proficiency Policy**

“Faculty” shall mean all full-time and part-time instructional personnel, but including graduate assistants, employed by the university and who teach undergraduate and graduate level courses.

“Instruction (al)” shall mean the delivery of pedagogical content required of course fulfillment, not including: foreign language courses designed to be taught primarily in a foreign language.

**III. Policy**

Each academic department is responsible for evaluating their instructional faculty and staff for English language fluency and certifying that those individuals will be permitted to teach only after demonstrating sufficient fluency in English to be understood in the classroom.

Full-time, part-time, and visiting faculty; teaching graduate assistants; instructional staff; and other academic employees who are non-native speakers of English must be evaluated by two personal interviews, one conducted by the academic dean or the department chairperson and the other by a senior member of the faculty. Each academic department may determine individual guidelines for conducting such interviews or whether further assessment by professional presentations is necessary in making the determination. An assessment of a written essay may be included as part of the evaluation in addition to oral assessment.

Certification that a new instructional faculty member, teaching graduate assistant, or other academic employee is sufficiently fluent in English to teach, or that teaching will be limited to courses in which the primary language of instruction is not English, must be made at the

time of hire, before the individual teaches a class, by either the academic dean, department chairperson, or designee. If the English language fluency of an individual has been assessed as insufficient or if assessment has not occurred, the academic dean, department chairman, or designee must certify that the individual will not teach. See Form 6-1-07, *McNeese State University English Fluency Certification Form for New Instructional Faculty*, which follows this policy.

Annually, by September 1 of each year, McNeese State University will file a statement of certification with the University of Louisiana System Office indicating that all individuals who teach and who were hired since the effective date of the University of Louisiana System policy FS-III.I.C-1, or hired subsequent to the last annual certification, are fluent in the English language.

Exempt from certification to the System office are individuals who teach foreign language courses or courses designed to be taught predominately in a foreign language.

#### **IV. Policy References:**

Act 751 of the 1991 Regular Session  
Board of Regents Policy  
University of Louisiana System Policy FS-III.I.C-1

**English Fluency Certification Form for New Instructional Faculty**

Signed form must be submitted with the Letter of Intent to Employ



**Appointee Information**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Appointment:  Tenure Track  Non-Tenure Track  Visiting Lecturer  Part-Time

Other \_\_\_\_\_

Starting Semester: \_\_\_\_\_

I/We have personally interviewed the appointee and certify that the appointee's Mastery of English is adequate for effective communication with the students he/she will be teaching.

Criteria used in addition to personal interview (s): \_\_\_\_\_  
\_\_\_\_\_

I/We certify that the above appointee is exempt from the certification requirements of Act 754 of the 1991 Legislature concerning assessment and certification of Faculty English Proficiency because:

- The candidate will not be assigned instructional responsibilities.
- The candidate will be assigned instructional responsibilities only in courses in which the primary language of instruction is not English.

Signed: \_\_\_\_\_

**Department Chair/Program Head**

**Name (please print)**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Date**

Signed: \_\_\_\_\_

**Dean**

\_\_\_\_\_  
**Name (please print)**