ENGLISH FLUENCY CERTIFICATION FORM FOR NEW INSTRUCTIONAL FACULTY

SIGNED FORM MUST BE SUBMITTED WITH LETTER OF APPOINTMENT

Appointee Information

NAME: ____________________________

DEPARTMENT: ____________________________

COLLEGE: ____________________________

POSITION #: ____________________________

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)  ____________________________