



McNeese State University  
**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)**