

**UNIVERSITY OF LOUISIANA AT MONROE  
POLICIES AND PROCEDURES MEMORANDUM**

<i>Title:</i>	<b>ASSESSMENT AND CERTIFICATION OF FACULTY ENGLISH PROFICIENCY</b>
<i>Effective Date:</i>	<b>October 22, 2008</b>
<i>Update Responsibility:</i>	<b>Academic Affairs</b>
<i>Update Date:</i>	<b>NONE</b>
<i>Cancellation Date:</i>	<b>NONE</b>

**1. PURPOSE/PREAMBLE**

Pursuant to fulfillment of mandates of Act 754 of the 1991 Louisiana Legislature, the Louisiana Board of Regents instituted [Academic Affairs Policy 2.20](#) establishing policies for the assessment and certification of faculty English proficiency for all public postsecondary systems and campuses. The University of Louisiana System also established [Policies and Procedures Memorandum FS-III.I.C-1](#) to be applied at all member institutions. The University of Louisiana at Monroe (ULM) hereby establishes this policy and these procedures, consistent with the above, for its budget units.

**2. DEFINITIONS/BACKGROUND**

- A. "Faculty" shall mean all full-time and part-time instructional personnel (excepting visiting faculty, but including graduate assistants) employed by ULM to teach undergraduate-level courses.
- B. "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; student participatory/activity courses such as clinics, studios, seminars, and/or laboratories; special arrangement courses such as individualized instruction and/or independent study; and non-credit (i.e. continuing education) courses.
- C. "Budget unit(s)" shall mean all colleges, schools, departments, or other groups that employ instructional faculty.

**3. ITEMS**

- A. Prior to employment of new instructional faculty (as defined above), each affected budget unit shall assess and certify faculty English proficiency.
- B. The method of assessment shall be at the discretion of affected budget units, but may include (although not limited to): written and oral English testing using standardized, recognized measurements graded by appropriate assessors; analysis of written examples with a related oral question/answer session with an appropriate audience of assessors; sample classroom instruction with related exchange involving an appropriate audience of assessors; sample research presentation with related exchange with an appropriate audience of assessors, etc. It is again up to the discretion of the affected budget unit to decide the position and qualifications of assessors, but should include an appropriate mix of administrators, faculty, and/or students.
- C. By the fifth class day of each fall semester or by August 27 of each year (whichever occurs first), affected colleges or equivalent budget units shall submit to the Vice President for Academic Affairs a memorandum certifying that each new instructional faculty member employed in the prior 12 months has English proficiency. Included in

that memorandum will be a description of the method(s) used to certify English proficiency and a list of the following information for each individual being certified: full legal name, Campus-wide Identification Number, rank at hire, budget unit name, and date of employment.

- D. Relevant materials certifying English proficiency of all new instructional faculty members shall be stored in the office of the affected dean or equivalent budget unit head. These materials shall be stored in a fashion that ensures the maintenance, availability, and preservation of such materials as required by state law.

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*Policy References:*

- *Louisiana Board of Regents Academic Affairs Policy 2.20:*  
<http://www.regents.state.la.us/Academic/PP/Policies/2-20.html>
- *University of Louisiana System Policy and Procedures Memorandum FS-III.I.C-1:*  
<http://www.ulsystem.net/assets/docs/searchable/boards/assessmentcert2.pdf>

*Review Process:*

Academic Affairs  
Academic Deans

*Distribution:*

Faculty Senate President  
Director of Continuing Education  
Academic Deans