

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 6.000
<b>6.019 Program of Assistance for Non-primary English Speaking Teaching Personnel</b>	<b>Faculty Affairs</b>

**Policy Statement.** Section 51.917 of the Texas Education Code requires each public institution of higher education to establish a program of assessment and assistance for faculty and teaching personnel whose primary language is not English. To accomplish this goal, the University of North Texas at Dallas will implement procedures to (1) identify teaching personnel whose primary language is not English; (2) assess their language skills; and (3) refer those who need to improve language competency to a program of assistance.

**Application of Policy.** This policy shall apply to all teaching personnel, which includes teaching assistants and fellows.

**PROCEDURES AND RESPONSIBILITIES.**

1. **Identification.**

1.01. Initially, all current teaching personnel will be asked to attest that English is their primary language or to identify their primary language if it is not English. This can be accomplished by department chairs asking all current teaching personnel to complete a Primary Language Attestation Form and then submitting a list of faculty identifying the primary language of each person. Those whose primary English language competence is thus certified would be required to take no further action. Those for whom English is not a primary language will be required to participate in the second phase—language assessment.

1.02. Prospective teaching personnel will, at an appropriate time in the employment process, be asked to certify that their primary language is English or, if it is not, to identify their primary language. The same Primary Language Attestation Form (as for current teaching personnel) would be completed by prospective teaching personnel. Those whose primary language is not English will be required to participate in the second phase—language assessment—before employment commences.

## 2. **Assessment.**

- 2.01. The primary means of assessment of language competency for teaching is the Test of Spoken English (TSE) or the SPEAK Test (the institutional version of the TSE). A score of 220 on this test usually will be considered adequate for employment in a teaching position. This standardized test may be supplemented with other assessment methods such as an appraisal of a demonstration lecture to validate English language competency.
- 2.02. The Provost may approve alternate but equivalent means of assessment (e.g., the Foreign Service Institute test) whenever necessary or appropriate.
- 2.03. As a result of the assessment of language competence, individuals may be required to participate in a program of language assistance as a condition of employment in any teaching capacity.

## 3. **Language Assistance Program.**

The basic components of this program consist of the following:

- 3.01. A series of lectures that will be open to all teaching staff and will deal with communication skills, basic techniques for effective teaching and cross-cultural differences in the classroom. These lectures will be presented on a regular basis throughout the semester.
- 3.02. Individual workshops in which teaching personnel in the course will have the opportunity for one-on-one attention to practice lectures, pronunciation and/or any other appropriate area of communications and teaching.
- 3.03. Reassessment will be available at any time the participant and program personnel deem it appropriate.
- 3.04. The costs of this language assistance program will be paid by the faculty member required to participate.

### **Structure of Program.**

The above program will be organized within the Office of the Provost with the following administrative arrangements:

1. Faculty is involved in the direction and conduct of the program.
2. Technical expertise in language assessment, second language learning, second language teaching and other relevant areas is provided by faculty, staff, or other units designated by the Associate Provost for Academic Excellence including those from other components of the University of North Texas System (e.g., UNT's Intensive English Language Institute).
3. Necessary space, secretarial and material support services are to be arranged.

### **References and Cross-references.**

TEX. EDUC. CODE § 51.917

### **Forms and Tools.**

Primary Language Attestation Form

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