Policy Statement. The University of North Texas (UNT) will: 1) identify teaching personnel whose primary language is not English; 2) assess English language communication skills for teaching personnel whose primary language is not English; and 3) provide a program of assistance for teaching personnel who need to improve language proficiency. For teaching personnel who need to improve language competency, UNT provides a program of assistance to build the requisite skill as required by Texas Education Code Section 51.917.

Application of Policy. All Teaching Personnel.

Definitions.

1. Teaching Personnel. “Teaching personnel” means any person who teaches a course offered for academic credit, including, but not limited to, teaching assistants (TAs), teaching fellows (TFs), instructors, lab assistants, research assistants (RAs), lecturers, senior lecturers, principal lecturers, assistant professors, associate professors and full professors.

Procedures and Responsibilities.

The University of North Texas has established procedures to identify, assess, and assist teaching personnel whose primary language is not English.

1. Identification.

a. All full-time faculty must identify their primary language on the English Language Proficiency Form provided by the Office of the Provost and Academic Affairs at the time of hire. Faculty members who can demonstrate that their primary language is English on the basis of academic training or other credible evidence are understood to be excluded from further assessment or language assistance programming.

b. For TAs/TFs, the department chair, graduate advisor, or other designated member of the departmental staff shall refer non-native speakers to the Intensive English Language Institute (IELI) before the start of classes, notifying them of the requirement for language screening and certification prior to employment.

c. For part-time faculty whose primary language is not English, the department chair shall monitor and make referrals to IELI if warranted.

Responsible Parties: Office of the Provost, Deans, Department Chairs
2. **Assessment.**

The language assessment process may include any or all of the following: a demonstration of oral proficiency using a live lecture test or interview; the speaking section of the TOEFL iBT (Internet Based TOEFL); and/or an alternate means approved by the Provost and Vice President of Academic Affairs.

a. **Live Speaking Assessment for Full-Time Faculty.** Full-time faculty whose primary language is not English are required to have a Live Speaking Assessment, consisting of 10-15 minute interview with the chair. The interview is judged by the chair, who, if necessary, refers the faculty member to IELI for the language assistance program. If a referral is not warranted, the chair must send a letter to the Office of the Provost certifying language proficiency has been met.

b. **Live Lecture Test/Interview for TAs/TFs.** Prospective TAs/TFs are required to take the Live Lecture Test, consisting of a 10-15 minute interview or lecture demonstration. The lecture test/interview is judged by a panel consisting of representatives from IELI and the academic unit at their request.

c. **TOEFL iBT Speaking Section for TAs/TFs.** Prospective TA/TFs whose primary language is not English may be required to take the TOEFL iBT test at their expense at any international or U.S. site administered by ETS (Educational Testing Service). A score of 26 on the speaking portion will qualify the teaching personnel (i.e., TA/TF) for any duty assigned by a department. Lower scores will not be accepted for any TA/TF position. TAs/TFs must submit the score to IELI, which sends a form certifying the TA/TF to the department.

d. **Placement.** On the basis of their performance, teaching personnel at the request of the departments are: encouraged to increase their basic English language proficiency prior to being re-tested and enrolling in the assistance program; required to take an approved IELI course in pronunciation skills; or exempted from the language assistance program.

**Responsible Parties:** Intensive English Institute (IELI), Department Chairs

3. **Language Assistance Program.**

**Presentation and Pronunciation Workshops** provide training and evaluation for teaching personnel that focus on proper enunciation of American English sounds and correct intonation.

**Responsible Parties:** Intensive English Institute (IELI)

The final evaluation of language proficiency after completion of the language assistance program is based on an oral interview and/or 10-15 minute live lecture with Q&A. The presentation is on a subject selected by the participant from his or her major field of study. The presentation is evaluated by a panel that includes one or more departmental representatives at their request.

The panel certifies the teaching personnel and forwards this information to the academic unit.

Responsible Parties: Intensive English Institute (IELI), Department Chairs

References and Cross-references.
TEC, Section 51.917

Forms and Tools.
English Language Proficiency Form

Approved: 5/90
Effective:
Revised: 8/96*; 6/99; 5/01; 11/05; 10/14

*reviewed with no change.