



**Policy Chapter:** Chapter 6 Faculty Affairs

**Policy Number and Title:** 06.023 Program for Teaching Personnel Whose Primary Language is Not English

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## **I. 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.

## **II. Application of Policy**

All Teaching Personnel

## **III. Policy Definitions**

### ***A. Teaching Personnel***

“Teaching personnel”, in this policy, 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.

### ***B. Unit Administrator***

“Unit Administrator”, in this policy, means an individual with unit supervisory responsibilities. Unit administrators include, but are not limited to, directors, chairs, associate deans, and deans.

## **IV. Policy Responsibilities**

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

### ***A. Identification***

All full-time and part-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. For faculty whose primary language is not English, the unit administrator must monitor and make referrals to Intensive English Language Institute (IELI) if warranted.

1. For any other teaching personnel, the unit administrator, graduate advisor, or other designated member of the departmental staff must refer non-native speakers to the IELI before the start of classes, notifying them of the requirement for language screening and

certification prior to employment.

## **B. 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.

### **1. Full-Time and Part-Time Faculty**

Faculty whose primary language is not English are required to have a Live Speaking Assessment, consisting of a 10–15-minute interview with the unit administrator. The interview is judged by the unit administrator, who, if necessary, refers the faculty member to IELI for the Language Assistance Program. If a referral is not warranted, the unit administrator must send a letter to the Office of the Provost certifying language proficiency has been met.

### **2. Any Other Teaching Personnel**

- a. Live Lecture Test/Interview. Other prospective teaching personnel 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 one or more representatives from IELI and one or more representatives of the academic unit at its request.
- b. TOEFL iBT Speaking Section. Other prospective teaching personnel whose primary language is not English may take the TOEFL iBT test at their expense at any international or U.S. site administered by ETS (Educational Testing Service). A score of 25 on the Speaking portion will qualify the teaching personnel for any duty assigned by a department. Lower scores will not be accepted. Teaching personnel who take the TOEFL iBT test must submit the score to IELI, which sends a form certifying the personnel to the department.

## **C. Language Assistance Program**

IELI English Communication Classes and Presentation Workshops provide training and evaluation for teaching personnel that focus on cross-cultural awareness within the classroom, discourse intonation, and presentation skills.

1. Full-Time/Part-time Faculty. Faculty who do not pass the Live Speaking Assessment must enroll in the IELI English Communication Classes and Pronunciation Workshops.
2. Teaching Assistants and Teaching Fellows. Prospective TAs/TFs who do not pass the Live Lecture Test must enroll in the IELI English Communication Classes and Pronunciation Workshops.

**D. Final Evaluation**

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 one or more IELI representatives plus one or more departmental representatives at the department’s request.

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

**V. Resources/Forms/Tools**

[English Language Proficiency Form](#)

**VI. References and Cross-References**

[Texas Education Code, Section 51.917](#)

**VII. Revision History**

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