

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: PROFICIENCY IN WRITTEN AND ORAL COMMUNICATION

PURPOSE: To establish guidelines for assessing proficiency in written and oral communication skills when hiring full- or part-time faculty

GENERAL POLICY

I. BACKGROUND

Act 754 of the 1991 Regular Session of the Louisiana Legislature requires that "After September 1, 1992, no member of the instructional faculty shall teach any course in any public college or university who has failed to demonstrate fluency in the English language."

II. ORAL COMMUNICATION

Every candidate for a full-time teaching position at LSUA must make an oral presentation of 10 minutes or more in duration, in English, at some point during the interview process.

Candidates seeking teaching positions that include teaching foreign language courses must also make an oral presentation of 10 minutes or more in each language they expect to teach. If necessary, the services of outside consultants may be secured to assist in the determination of the proficiency in such language(s).

III. WRITTEN COMMUNICATION

Every candidate for a full-time teaching position at LSUA must submit evidence of writing proficiency such as a published article or a chapter or section of his/her master's thesis or dissertation. If the thesis or dissertation was not written in English, the applicant will be required to submit a writing sample of no less than three, double-spaced typed pages. This sample must be accompanied by a signed statement that the writing sample is the work of the applicant.

Candidates seeking teaching positions that include teaching foreign language courses must also submit a writing sample of no less than three, double-spaced typed pages in each language they expect to teach. The writing sample(s) must be accompanied by a

signed statement that the writing sample is the work of the applicant. If necessary, the services of outside consultants may be secured to assist in the determination of the proficiency in such language(s).

All evidence of written communication skills must be submitted at the time of the candidate's interview.

IV. PART-TIME FACULTY

For the purpose of determining proficiency in English, each candidate for a part-time faculty position should be interviewed for at least 15 minutes by the department chair. The candidate must also submit a writing sample, as described for full-time faculty.

The same process will be used for candidates seeking part-time positions teaching foreign language(s) except that it may be necessary to secure the service of an outside consultant to assist in determination of the proficiency in such language(s).

V. CERTIFICATION OF PROFICIENCY IN WRITTEN AND ORAL ENGLISH

After department review, the department chair will send the completed Certification of Proficiency in Written and Oral English, along with the original writing sample for each candidate recommended for a faculty position to the dean who will make a recommendation to the Provost and Vice Chancellor for Academic and Student Affairs.

TO: Provost and Vice Chancellor for Academic and Student Affairs

FROM: Chair, Department of _____

THROUGH: Dean, College of _____

DATE: _____

RE: Certification of Proficiency in Written and Oral English

_____ has applied for the position of
(Applicant's Name)

_____ in the Department of _____.

I attest that the above named individual has demonstrated proficiency in spoken English during a pre-employment interview. This individual has also demonstrated proficiency in written English via submission of the attached writing sample.

Enclosure: Writing Sample

Copies distributed by Academic Affairs.

_____ Date original forwarded to Human Resources

_____ Date signed copy returned to appropriate department office.

TO: Provost and Vice Chancellor for Academic and Student Affairs

FROM: Chair, Department of _____

THROUGH: Dean, College of _____

DATE: _____

RE: Certification of Proficiency in a Foreign Language

_____ has applied for the position of
(Applicant's Name)

in the Department of _____.

I attest that the above named individual has demonstrated proficiency in spoken _____
_____ (language) during a pre-employment interview. This individual has also
demonstrated proficiency in written _____ (language) via submission
of the attached writing sample.

(If applicable:)

Proficiency in the above stated foreign language has been validated by consultation with the
following expert(s) in the respective language.

Name: _____

Position or Qualifications: _____

Enclosure: Writing Sample

Copies distributed by Academic Affairs.

_____ Date original forwarded to Human Resources

_____ Date signed copy returned to appropriate department office.