

UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

**SECTION: FPPG 100 – Appointment Types and Appointment Processing
NUMBER: 113**

SUBJECT: Employment of Non-Native English Speaking Faculty Members

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AUTHORITY: Office of the Vice Provost for Faculty Affairs

CONTACT: Faculty Affairs PHONE: 413-3470 E-MAIL: facultyaffairs@uic.edu

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OVERVIEW: Outlines appropriate departmental pre-employment and continuing evaluation procedures for all non-native English speaking faculty members who are involved in classroom instruction.

POLICY: In compliance with the University of Illinois Act (110 ILCS 307/7c), academic unit heads, chairs, or directors must certify that non-native English speaking faculty are orally proficient in English prior to being given instructional responsibilities. The classification of “non-native English speakers” refers to any individual for whom English is not the native tongue, regardless of the country of origin (including the United States). Included in this classification are individuals from countries in which English is commonly or primarily spoken, such as India, France, Italy, Singapore, etc.

APPLICABILITY: Applicable to all non-native English speaking faculty with the ranks of assistant, associate, or full professor, lecturer, instructor, or teaching associate including both modified (e.g. visiting, adjunct, clinical, research, etc.) and non-modified titles.

PROCEDURES:

1. Pre-Employment Evaluation: Before hiring, academic unit heads/chairs/directors must complete the Certification of Oral English Proficiency Form and indicate the basis for evaluation of English proficiency. This form must be completed for each new non-native English speaking faculty member and retained by the department. A copy must be submitted to the Office of the Vice Provost for Faculty Affairs (facultyaffairs@uic.edu) and uploaded and transmitted to the College/School and HR during the hiring process. The basis for determining oral English proficiency can be accomplished in a number of ways (e.g. formal interviews, assessment of candidates by colleagues within the academic unit, and public presentations).
2. Continuing Evaluation: Academic unit heads/chairs/directors are strongly encouraged to collect information about the oral English proficiency of any non-native English speaking faculty member with instructional responsibilities. They are also encouraged to discuss any problems which may arise regarding this issue with the person providing the instruction. Consultative assistance can be obtained from the [Tutorium in Intensive English](#).

REFERENCES:

- [University of Illinois Act, \(110 ILCS 305/7c\)](#)
- Certification of Oral English Proficiency Form