English Proficiency Form

Name and Proposed Rank _____

Department _____

Semester to begin work _____

Classes to be taught _____

Must be completed by ALL faculty members (teachers of record only)

☐ English is my primary language as evidenced by:
  ☐ the completion of a minimum of three years of secondary education or equivalent (high school or college preparatory school) in an institution where English is the primary medium of instruction.
  ☐ the completion of baccalaureate degree requirements at a regionally accredited U.S. institution or an institution where English is the primary medium of instruction. A masters or doctorate degree does not meet this requirement.
  ☐ Significant professional teaching experience at a regionally accredited U.S. institution, or an institution where English is the primary medium of instruction.

I understand that my English proficiency must be established and if reasonable doubt as to my proficiency remains, I will comply with official University procedures. The Dean will have final discretion as to my English proficiency.

Faculty Signature ___________________________ Date ______________

Chair/Director Signature ___________________________ Date ______________

Dean Signature ___________________________ Date ______________
English proficiency form (continued)

PPS 7.12
Attachment B

☐ English is not my primary language

I understand that all hiring packages submitted for instructional personnel whose primary language is not English should include a passing score report for one of the approved tests of English proficiency as indicated in PPS 7.12, Attachment A. * If I have not yet taken an approved test of English proficiency, my signature below indicates my intent to take one at the next available test date. **

____________________________________
Faculty Signature                          Date

____________________________________
Chair/Director Signature                  Date

____________________________________
Dean Signature                            Date

*☐ I have already taken one of the approved tests of English proficiency as indicated in PPS 7.12, Attachment A and my passing score report is attached.

**☐ I plan to take an approved test of English proficiency as indicated in PPS 7.12, Attachment A, at the next available date which is ____________________________.