



# CERTIFICATION OF ENGLISH FLUENCY FOR UNDERGRADUATE INSTRUCTIONAL PERSONNEL

This completed form must be submitted for all personnel who teach undergraduates—including personnel whose native language is English—prior to the start of the term in which these personnel are expected to teach. All personnel whose native language is other than English and whose appointment entails the teaching of undergraduates are required either 1] to meet the Penn Standard of English Fluency (see box at side), or 2] to show that they are exempt from meeting this standard. The full policy pertaining to certification is located in Section VI.I of the Faculty Handbook ([www.upenn.edu/assoc-provost/handbook](http://www.upenn.edu/assoc-provost/handbook)).

**APPOINTMENTS OF FACULTY:** For all appointments to the Standing or Associated Faculties submitted to the Provost’s Staff Conference, department chairs are to complete Parts 1 and 2, obtain signature of dean, and include this form in the individual’s dossier. For all appointments to the Academic Support Staff or for appointments that are exempt from certification, department chairs are to complete Parts 1 and 2, obtain signature of dean, and forward this form to the provost for approval.

**APPOINTMENTS OF GRADUATE ASSISTANTS:** For all graduate assistants whose native language is English, departments must complete Parts 1 and 2 of this form and forward this form to the provost for approval. For all graduate assistants whose first language is other than English and whose appointments entail the use of English in teaching undergraduates in classroom or lab settings or in office visits, departments must refer individuals to the English Language Programs (ELP) for evaluation, details of which are at [www.sas.upenn.edu/elp](http://www.sas.upenn.edu/elp). ELP notifies graduate assistant and department of test results. If Fluency Standard is met, authorized officials of the ELP complete Parts 1 and 3 and forward this form to the provost for approval.

## STANDARD OF ENGLISH FLUENCY

A speaker must be always understandable to a non-specialist in the topic under discussion, despite a non-native accent or occasional grammatical errors. General and field-specific vocabulary must be broad enough so that the speaker rarely has to grope for words. Listening comprehension must be sufficiently high so that misunderstandings rarely occur when responding to students’ questions or answers.

While teaching, the speaker should be able to use transitions to show the relationships between ideas, and to set main points apart from added details. When asked an ambiguous question, the speaker should be able to clarify the question through discussion with the student. When asked to restate a main point, the speaker should be able to paraphrase clearly. When challenged, the speaker should be able to defend his or her position effectively and appropriately.

## PART 1: INFORMATION ABOUT APPOINTEE

Name: \_\_\_\_\_  
family name given name(s)

Native language: \_\_\_\_\_

Appointment:  Standing Faculty     Associated Faculty (except Visiting)     Visiting Faculty  
 Academic Support     Graduate Assistant     Other \_\_\_\_\_

Department: \_\_\_\_\_ School:  SAS     SEAS     Wharton     Nursing     \_\_\_\_\_

Start of Duties:     Fall     Spring     Summer    Year: \_\_\_\_\_

## PART 2: FACULTY, ACADEMIC SUPPORT STAFF, EXEMPT PERSONNEL, AND TAS WHOSE NATIVE LANGUAGE IS ENGLISH

1. The individual identified above meets or exceeds the University's standard of English fluency as demonstrated by one or more of the following means. Evaluation took place on \_\_\_\_\_ (date).

- Academic presentations and discussion (such as a colloquium, lecture, seminar, or scholarly conference presentation) evaluated by two or more members of the standing faculty, the Wharton Communications Program staff, and/or ELP staff.

- Extended, in-person discussion with two or more members of the standing faculty, the Wharton Communications Program staff, and/or ELP staff, of the candidate's past and future research interests and teaching plans or experiences.
- Observation and evaluation of teaching performance in the classroom by two or more members of the standing faculty, the Wharton Communications Program staff, and/or ELP staff.
- Videotape of classroom teaching or academic presentation evaluated by two or more members of the standing faculty and/or ELP staff.
- A score above 55 on the Test of Spoken English (TSE) or a rating of Superior on the ACTFL Oral Proficiency Interview. (Attach a photocopy of the test results.)
- Other. Describe means and results \_\_\_\_\_  
\_\_\_\_\_

2. The individual identified above is exempt from certification of English fluency for the following reason:

- This individual's only undergraduate teaching responsibilities will be in courses where the sole language of instruction—including the language used during office visits—is one other than English (e.g., foreign language TA or lecturer). Identify language of instruction and course numbers and titles:

Language of Instruction: \_\_\_\_\_

Course Numbers and Titles: \_\_\_\_\_  
\_\_\_\_\_

- This individual is a visiting faculty member for the period from \_\_\_\_\_ to \_\_\_\_\_.
- This individual is a graduate assistant whose duties will not entail the teaching of undergraduates in classroom or lab settings or in office visits (e.g., some graders or research assistants).

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 3: GRADUATE ASSISTANTS WITH TEACHING RESPONSIBILITIES IN ENGLISH**

The individual identified above meets or exceeds the University's standard of English fluency as demonstrated by one or more of the following means. Evaluation took place on \_\_\_\_\_ (date).

- A score above 55 on the Test of Spoken English (TSE).
- A rating of Superior on the ACTFL Oral Proficiency Interview (OPI).
- A passing score on the Interactive Performance Test (IPT).
- Other. Describe means and results \_\_\_\_\_  
\_\_\_\_\_

ELP Director or Designee: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 4: CERTIFICATION BY THE PROVOST**

The above certification of English fluency in the classroom is:

Approved

Not approved

Provost: \_\_\_\_\_

Date: \_\_\_\_\_