

Instructions: This form must be completed for all personnel who teach undergraduates. A full description of University policy pertaining to certification is located in Section VI.I of the Faculty Handbook, which is available on-line at www.upenn.edu/assoc-provost/handbook.

Faculty: This form is to be included with the dossier for all appointments to the Standing or Associated Faculties and all submissions to the Provost's Staff Conference or Mini-Conference for all appointments in SAS, Wharton, SEAS, Nursing, ASC, GSE, and GSFA as well as for all faculty in other schools who will ever teach undergraduates.

Other Undergraduate Instructional Personnel: In all other cases, including graduate teaching assistants and academic support staff, this form must be submitted to and approved by the Provost before final approval of the appointment and prior to the start of the term for which the individual is first appointed (Sept. 1 for Fall term, Jan. 1 for Spring term, and May 1 for Summer term.)

Graduate Teaching Assistants: All graduate teaching assistants (including laboratory instructors) who have instructional duties in English (including office hours) and whose native language is other than English must be referred to the English Language Programs unless they have received a score above 55 on the Test of Spoken English (TSE) or a rating of Superior on the ACTFL Oral Proficiency Interview (OPI). Referrals are made by completing Part I, Section 3.

_____ whose native language is _____ will be appointed
family name given name native language
as _____ in the Department of _____ in _____ as of _____
position department school date

Part I: Evaluation and Certification by School Officials

Complete *one* of the following three sections. If completing Sections 1 or 2, forward this form to the Dean's office (where it then will be forwarded to the Provost's office). If completing Section 3, forward this form to the English Language Programs.

Section 1: Certification of Standing Faculty, Associated Faculty, and Academic Support Staff

We affirm that this individual meets or exceeds the University's standard of English fluency. Evaluation took place on _____ by the following means. (Check one or more.)
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 _____

Department Chair (or Director, Wharton Communications Program) _____ Date _____

Dean _____ Date _____

Section 2: Exemption from Certification

This appointment is exempt from the University's requirement of certification of English fluency for undergraduate instructional personnel for the following reason. (Check *one* only.)

- This individual's only undergraduate teaching responsibilities will be in courses where the sole language of instruction (including during office hours) is other than English. Identify language of instruction and course numbers and titles:

- This individual is a Visiting Faculty member for the period from _____ to _____
- This individual is a graduate student whose duties will not involve direct instructional contact (including office hours) with undergraduates (e.g., some graders or research assistants.)

Department Chair (or Director, Wharton Communications Program) _____ Date _____

Dean _____ Date _____

Section 3: Referral to English Language Programs (ELP)

This individual is being referred to the ELP for evaluation for the following reason:

- This individual is a prospective graduate teaching assistant whose native language is other than English, and she/he:

 ___ has not taken or has not reported scores for either the ETS Test of Spoken English (TSE) or the ACTFL Oral Proficiency Interview, or

 ___ received 55 or below on the Test of Spoken English (TSE) or below Superior on the ACTFL Oral Proficiency Interview
 Identify Test/Score: _____

- Other. Describe means and results: _____

Department Chair (or Director, Wharton Communications Program) _____ Date _____

Send this form to the attention of the Director, English Language Programs at 21 Bennett Hall/6274. Attach a copy of pages 1 and 2 of the student's application for admission to graduate study.

Part II: Certification by The Director of English Language Programs (ELP)

Following evaluation by the means indicated below, this individual was determined by the ELP Director or designee to meet or exceed the University's standard of English fluency and is therefore certified.

Test: _____

Score: _____ Test Date: _____

ELP Director or Designee _____ Date _____

Part III: Certification by the Provost

The above certification of English fluency in the classroom is:

- approved disapproved

Provost _____ Date _____