



DATE: November 14, 2002

TO: AAMG, C. Dunn, D. Godoy, J. Garrett, K. Taira

CC: Assoc. Deans, Dept Chairs, B. Swanson, D. Roberson-Simms,
O. Sanchez-Weber, B. Richardson, D. Christopher, R. Bailey,
A. Bendixon, T. Anagnoson, L. Taiz

FM: Andrew Winnick, Associate VPAA

RE: Faculty Proficiency in English

The issue has been raised concerning the compliance of the University with the State law¹ and with the University policy² directing us to monitor our faculty for proficiency in oral and written English and to have in place the means to provide assistance to those found to need it.

After careful consideration, including consultation with the Executive Committee of the Academic Senate and General Counsel, it is our determination that the University is in compliance with both the law and University policy.

The required monitoring is accomplished via the ARTP (Appointment, Retention, Tenure and Promotion) policies and procedures enumerated in University, College and Department documents. When recruiting new faculty, careful attention is given to the quality of communication skills via a review of written work and an evaluation of the effectiveness demonstrated during an on-campus oral presentation. Once appointed, faculty are evaluated for Retention, Tenure and Promotion by carefully considering their Educational Performance, Professional Achievements, and Contributions to the University. In this process, the University takes into consideration the quality and effectiveness of the communication skills, both oral and written, of our faculty. No further monitoring procedures are deemed needed.

Regarding the assistance available to faculty who need it: Those faculty with such a need shall be referred to the Director of the Center for Effective Teaching and Learning (CETL) who maintains contact with faculty who have the expertise to work with colleagues who need to improve their written and/or oral communication skills in English. This referral shall be done on a confidential basis, and the faculty with the appropriate expertise will work individually with the faculty member needing assistance.

1. The State law is section 66080 through 66083 of the Education Code, cited as the "English Proficiency in Higher Education Act."
2. The University policy is the section of the Faculty Handbook entitled "Expectations Regarding English Proficiency of Faculty."