

TO: University Faculty and Staff Involved with the Hiring of International Teaching Assistants
FROM: Prof. April Ginther, Director, Oral English Proficiency Program, YONG
DATE: January 11, 2010
RE: Conditions for Placing Non-Certified Students in Student Contact Teaching Assistant Positions

University policy states that any person whose first language is not English, and who holds or is a candidate for appointment as a graduate teaching assistant, must demonstrate adequate oral English proficiency before being assigned duties involving the direct instruction of undergraduate students.

It is expected that only a native English speaking teaching assistant or a teaching assistant who has been certified for oral English proficiency will be appointed to positions involving direct instructional contact with undergraduate students. However, we recognize that occasionally there may be exceptional circumstances that arise where graduate teaching assistants who have not yet been certified may be needed for instructional student contact teaching assistantship positions. Such appointments should be considered only in rare instances when there are no other options available to meet the instructional needs of the department, and made only with the prior approval of the Oral English Proficiency Program.

If you wish to place a non-certified student in a student contact position, the following steps are to be taken ***prior to placement***.

- The student must take the Oral English Proficiency Test. If the student receives a score of 40 or below he or she may not be hired as an undergraduate classroom instructor.
- A student scoring a 45 may be placed in an instructional position provided they are concurrently enrolled in ENGL 620 along with the teaching assignment.

It is the goal of the OEPP to ensure that non-native English speaking teaching assistants are only placed in positions for which they have the language skills needed to meet the demands of the position. More information on Purdue's policy for the hiring of non-native English speaking teaching assistants, methods of oral English certification, and the Oral English Proficiency Program are available on the OEPP website. If you have any questions about the placement of non-native English speaking teaching assistants, please contact the OEPP.