

Laurentian University's Policy on Bilingualism

What it means for Academic Leaders

Introduction

One of five documents that present the Policy on Bilingualism to Laurentian University's various constituencies, this document summarizes the elements of that policy that concern Academic Leaders.

General Policy

- English and French are the official languages of Laurentian University.
- The University will offer services of equal quality in both languages to the University community and to the general public.
- All general services are equally accessible in English and in French.
- Regarding academic services: every student has the right to use English or French in his/her dealings with:
 - the University's central administration and general services;
 - the administration of the academic units in which he/she is registered insofar as they offer courses in that language.
- Requisite courses and a sufficient number of the elective courses announced in the Academic Calendar in one of the official languages will be offered, so that a student can complete his/her programme in the language announced for the programme, within the normal time limits.

Board of Governors and Senate

- Either English **or** French may be used at the meetings of the Board of Governors and Senate and their committees, as well as in documents or correspondence addressed to the above.
- The minutes and documents of both Board of Governors and Senate are issued simultaneously in both languages.

General Services and Academic Services

- Either French **or** English may be used at the meetings of general services departments, academic units and their committees, and in any document/correspondence addressed to the above.
- The translation of a statement or question during a meeting can be obtained by request to the Chair.
- The minutes and reports are produced in the language in which the comments and motions were made.

Official Communications

- Communications from the central administration, general services and academic units, addressed to the faculty, support staff and student body, are issued simultaneously in both official languages.
- Any official communication addressed to a member of the University community is in the official language chosen by the recipient.

Positions Requiring Functional Bilingualism

- Designation of all positions requiring bilingualism must be done according to the following two criteria:
 - Will the applicant be supervising personnel working in both official languages?
 - Will the applicant be responsible for services offered in both languages?
- The Associate Vice-President, Academic and Francophone Affairs (AVPAFA) must approve the determination.
- Persons who oversee both French and English speaking faculty members must be fluent enough in both languages: President and Vice-Chancellor, Vice-President, Academic and Provost, Deans of Faculties offering both English and French language programs, University Librarian.
- Members of First Nation, Metis or Inuit, will be eligible for renewal for a second term if they have become sufficiently fluent in both, English and French.
- No exception can be made without the written permission of AVPAFA. This permission must indicate:
 - the reasons given for making the request for permission and for its acceptance;
 - the special steps taken in order that the services offered by the incumbent be made available in both official languages;
 - the time allowed to the incumbent to acquire the necessary linguistic competence (max. 5 years).

Programmes of Study

- Languages used in teaching:
 - Unilingual programmes - all courses in only one of the official languages;
 - Bilingual programmes through parallelism: all courses in English or French:
 - Student may study in only one language;
 - No restriction in her/his freedom of choice amongst special orientations authorized by her/his programme.
 - Bilingual programmes with predominance of one of the official language:
 - Requisite courses in both, English and French;
 - Majority of the optional courses in the predominant language;
 - Student may take courses in one language, with possible restriction in her/his freedom of choice of special orientations.
 - Programmes in which another language than English or French is taught.
- Academic regulations:
 - Programmes with no linguistic competence imposed as a condition for the degree except the knowledge of the language required for registration.

- Programmes which require, as a condition of graduation, a level of knowledge of the language of the programme to be shown by:
 - Success in a test administered at the beginning of such studies, or
 - Success in a second language course or courses specified in such programme.

Faculty Members

- As regards faculty members hired **before** the Policy on Bilingualism is adopted (December 13, 2013), the University will make use of incentive measures only to encourage faculty members to improve as may be required their knowledge of one or the other of the official language.
- With regard to faculty members hired **after** December 13, 2013, unless an exception is granted, receptive bilingualism is required or a commitment to attaining this level of linguistic competency (tenure obtained when that commitment has been fulfilled).
- Faculty members from the specified under-represented groups will be given special consideration in accordance with the Employment Equity, with respect to the initial bilingualism requirement, provided the commitment to attain this level of bilingualism.
- For Faculty members appointed with tenure, special arrangements may be made.
- In the case of an Aboriginal person, an automatic exemption will be made.
- Where the special arrangements have been made, the AVPAFA must show in writing:
 - the nature of the special arrangements;
 - the reason for such measures; and/or
 - if applicable, the time granted to attain receptive bilingualism, and the consequences to of the non-fulfillment of this mutual understanding.

Students

- To be admitted to a programme of study, a student must have sufficient knowledge of the language required by her/his programme.
- Every student has a right to use English **or** French when dealing with:
 - the University's central administration;
 - the University's general services;
 - the administration of her/his academic unit insofar as the courses in that language are offered.
- The University will provide the requisite courses and a sufficient number of the elective courses announced in one of the official languages so that a student can complete her/his programme in the language announced for the programme, within the normal time limits.

Support and Administrative Staff

- In its management of teaching and support personnel, the University will endeavour to reinforce the bilingual nature of the institution.
- When the Policy of Bilingualism is adopted, respect of the rights acquired by the present administrative and support staff.
- Level of bilingualism requirement for the positions occupied by administrative and support staff: determined, given the duties required to perform, from the nature of the relationship with the University community and the general public.
- The University will provide, free of charge, English and French courses for members of its personnel wishing to improve their knowledge of either official language.