



Laurentian University's Policy on Bilingualism

What it means for Administrative & Support Staff

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 Administrative and Support Staff.

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.

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.

- 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).

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.