|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. FACULTY INFORMATION** | | | | | | | | |
| Name | Name | | Title | Faculty Title | PSID | PSID | |  |
| Department | Department | | College | Select an item | | | | |
|  |  | |  |  | | | | |
|  | |  | | | | |  | |

**U.S. Department of Education Certification**

**To comply with U.S. Department of Education guidelines, this offer is void if you affirm to the following question:**

Have you ever been convicted of or pled *nolo contendere*or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or have you ever been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds?

## No Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Faculty Member Date

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **II. SELF-DECLARATION OF PROFICIENCY IN ENGLISH AS SPOKEN LANGUAGE** | | | | | | | |
| The University of Houston requires that all persons who are employed as faculty/teaching personnel self-declare that they are proficient in spoken English prior to the beginning of their instructional assignments.  Please complete the appropriate section based on your proficiency. | | | | | | |  |
| **Yes** | I am proficient in English as spoken language. | | | | | |  |
|  |  | | |  | |  |  |
|  | **Faculty Member** | | |  | | **Date** |  |
|  |  | | | | | |  |
| **No** | I am not proficient in English as a spoken language. Please complete the following information and sign below. | | | | | | |
|  | Country of National Origin | |  | | | |  |
|  | Academic Training in English | |  | | | |  |
|  | Test Scores (Specify Name of Test) | |  | | | |  |
|  |  | Score |  | | | |  |
|  | Other relevant information | |  | | | |  |
|  | | | | | | |  |
|  | **I understand that I am required to participate in the University of Houston language assessment program if I am not proficient in English as a spoken language and have not met the minimum test scores as set in the UH Faculty Handbook.** | | | | | | |
|  |  | | |  |  | |  |
|  | Faculty Member | | |  | Date | |  |
|  |  | | | | | |  |

### III. DEPARTMENT CHAIR’S CERTIFICATION OF ENGLISH LANGUAGE PROFICIENCY

I hereby certify that the faculty member named above is proficient in spoken English. **Yes No**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Date Dean Date