

POLICY ON BILINGUALISM AT LAURENTIAN UNIVERSITY

Prepared by the Joint Committee on Bilingualism

Adopted by Senate on December 13, 2005

Adopted by the Board of Governors on February 10, 2006

Whereas

1. the preamble in the “Act to Incorporate Laurentian University of Sudbury” declares that this institution is a “bilingual and tri-cultural institution”;
2. the university has as its mission the development of Northern Ontario, including the Aboriginal and Francophone communities of that region;
3. whereas nothing in the current policy should be perceived as having infringed upon the maintenance and the development of programs and services conceived for the Native population;
4. in principle and in fact, English and French are the official languages of the University;
5. the University maintains that bilingualism constitutes in itself a cultural value, and that in some disciplines and programmes it is an important condition of academic excellence;
6. the University maintains as well that bilingualism constitutes an educational value, since it allows for the development of an educational and living environment that fosters exchange and the development of mutual respect between the two official language groups;
7. the bilingual character of the University is expressed in the bilingualism of its programmes, its central administration, its general services, the internal administration of its faculties and schools, its teaching staff, its support staff and its student population;
8. while encouraging the development of its present programmes which, notwithstanding their varied linguistic requirements, contribute to the affirmation of, and benefit from, the bilingual character of the University, the University must continue to increase the number and quality of its programmes offered in French and English and in both official languages;
9. the central administration of the University will reflect the bilingual character of the institution, and its general services must be able to communicate in both official languages with the university community and the general public and to serve equally well members of both linguistic groups;
10. the faculties of the University must assure bilingual services to the extent required by the nature of their programmes and courses and the composition of their student population;
11. the University wishes to respect fully the acquired rights of its teaching personnel, support staff and students who are at the University at the moment of the coming into force of the regulation , including any collective agreements;

THEREFORE, the Board of Governors and the Senate of the University adopt the following regulation.

1.0 DEFINITIONS

In this policy, the following definitions apply:

- a) *academic unit* - means faculty, department, professional school, Graduate Studies, Continuing Education and the Library;
- b) *active knowledge of a language* - means the ability to express oneself orally and in writing in that language;
- c) *bilingual service* - means a service which is available in English and in French;
- d) *Board* - means the Board of Governors of Laurentian University;
- e) *central administration* - means collectively the offices of the President, Vice-Presidents, Deans, Registrar, Director of Financial Services, the Director of the Library; the Director of Human Resources and any other areas of similar responsibility.
- f) *educational services* - means the range of activities in support of teaching and research or such student procedures as admission, registration, guidance, etc.;
- g) *functional bilingualism* - means active knowledge of both official languages;
- h) *general services* - means all the services reporting directly to the University's central administration which are not designated as academic units;
- i) *Joint Committee* - means the Joint Committee on Bilingualism designated by the Senate and the Board;
- j) *official communication* - means any communication in whatever form and in the broadest sense issued by the central administration and its general services (such as: answering telephone calls, recorded messages, letters, memos, posters, temporary or permanent signs, or any other official document, etc.);
- k) *official languages* - means English and French;
- l) *passive knowledge of a language* - means the ability to understand that language in its oral and written forms;
- m) *principal language* - means the official language which is the only or predominant working language of the members of an academic unit or a general service, or a functional division thereof, of the University, or which is the only or predominant language used in a programme of study;
- n) *receptive bilingualism* - means active knowledge of one of the official languages and passive comprehension of the other official language;

- o) *second language* - means English when a person's first language is French, and French when the first language is English;
- p) *Senate* - means the Senate of the University;
- q) *University* - means Laurentian University of Sudbury, as defined in the Act to incorporate Laurentian University of Sudbury, Statutes of Ontario, 1960, Chapter 15, as amended by Chapter 154, 1961-62.
- r) *University community* - means the student body, all personnel, and members of the general public who, by virtue of the fact that they serve on committees or boards, e.g. the Board of Governors, are an integral part of the institution;

2.0 GENERAL POLICY

- 2.1 English and French are the official languages of the University.
- 2.2 The University's objective is to offer services of equal quality in both languages to the University community, and to the general public.
- 2.3 All general and educational services will be equally accessible in English and in French.
- 2.4 The Board of Governors, by way of the President and the Joint Committee on Bilingualism will ensure that the present policy on bilingualism is respected as soon as it is adopted;
- 2.5 Service contracts must respect the pertinent regulations of this bilingualism policy.

3.0 BOARD OF GOVERNORS

- 3.1 Either of the official languages may be used:
 - a) at meetings of the Board and its committees; and
 - b) in any document or correspondence which is addressed to the Board and to its committees.
- 3.2 At its meetings, every member of the University community has the right to express himself/herself and be understood in the official language of his/her choice.
- 3.3 The minutes and documents of the Board shall be issued simultaneously in both official languages.
- 3.4 The minutes of the standing and ad hoc committees of the Board shall be drawn up in the language actually used in the remarks or the motion, unless the Board decides that they should be written and issued in both official languages.

4. SENATE

4.1 Either of the official languages may be used:

- a) at meetings of Senate and its committees; and
- b) in any correspondence or document which is addressed to Senate and to its committees.

4.2 At its meetings, every member of the University community has the right to express him/herself and be understood in the official language of his/her choice. It is desirable that all members of Senate and its committees have at least a passive knowledge of their second language, i.e. English or French as the case may be.

4.3 Senate minutes and documents shall be issued simultaneously in both official languages.

4.4 The minutes and documents of Senate standing and ad hoc committees shall be written in the language actually used in the remarks or the motion, unless Senate decides that they shall be issued simultaneously in both official languages

5.0 GENERAL SERVICES AND ACADEMIC SERVICES

5.1 Either of the official languages may be used:

- a) at meetings of general service departments, academic units and their committees; and
- b) in any document or correspondence which is addressed to general service departments, academic units and to their committees.

5.2 At such meetings, the translation of a statement or question can be obtained by request to the Chair.

5.3 The minutes and reports of general service, academic units and their committees shall be in the language used in the actual remarks.

6.0 OFFICIAL COMMUNICATIONS

6.1 Communications from central administration, general services and academic units addressed to the entire faculty, support staff and student body shall be issued simultaneously in both official languages.

6.2 In special cases, official communications may, at the President's discretion, be made in only one of the official languages when this is justified by the nature of the communication.

6.3 Any official communication addressed to a member of the University community must be in the official language chosen by the recipient.

7.0 POSITIONS REQUIRING FUNCTIONAL BILINGUALISM

7.1 The following positions are designated as requiring functional bilingualism:

- a) positions involving the supervision of personnel who are required to be functionally bilingual;
- b) the positions of President, Vice-Presidents, administrators reporting directly to them; administrators and managers having to provide services to personnel, students and the general public (see Appendix I);
- c) the position of Director or Chair of a department or school offering courses and programs in both official languages or that may be called upon to do so; and
- d) any other position which the President, in consultation with the Joint Committee on Bilingualism, may designate bilingual.

7.2 No exception can be made without the written permission of the President or the Vice-Presidents for the positions within their responsibility. This permission shall indicate:

- a) the reasons given for making the request for permission and for its acceptance;
- b) the special steps taken in order that the services offered by the incumbent be made available in the official languages;
- c) the time allowed the incumbent himself or herself to acquire the necessary linguistic competence.

7.3 It is understood that the exceptions authorized under Article 7.2 are at the staffing level and as such, are positions of a temporary nature. The authorized exception does not modify the bilingual character of the position. Any modification to the list of bilingual positions in Appendix 1 must be approved by the Joint Committee on Bilingualism.

7.4 The President shall submit annually to the Board a written report justifying the exception granted, the special measures adopted and their follow-up. A copy of this report shall be forwarded to the Joint Committee on Bilingualism for comments before going to the Board.

7.5 Notwithstanding Article 7.1 (b) which requires functional bilingualism for “administrators and managers who provide services to personnel, to students, and the general public”, the Joint Committee on Bilingualism can monitor the number of positions within a given service with a view to modifying the list of required bilingual positions of that service.

7.6 No position can be designated unilingual within a bilingual service if the number of

bilingual positions is less than four. The existence of more than three bilingual positions, however, does not, in and of itself, justify the modification of the linguistic status of the said positions.

8.0 PROGRAMMES OF STUDY

8.1 In establishing priorities among requests submitted by academic units, the Senate and its committees should consider the extent to which the proposed use of such resources may further bilingualism and biculturalism, may preserve and develop the francophone culture in Ontario, and may enhance the knowledge and respect of the two official languages.

8.2 Consequently, the Senate and its committees shall give particular attention to projects which aim at meeting the needs of the two official language groups.

8.3 In terms of bilingualism the existing programmes of studies of the University may be classified as follows:

- a) On the basis of the languages used in teaching, the following distinctions will be made among:
 - (i) unilingual programmes: those in which all courses are given in only one of the official languages;
 - (ii) bilingual programmes through parallelism: those in which all courses are given in both English and French so that a student may, if he/she wishes, study in one language without restricting his/her freedom of choice amongst special orientations authorized by his/her programme;
 - (iii) bilingual programmes with preponderance of one of the official languages: those in which required courses are given in both official languages, but in which a majority of the optional courses are offered in the predominant language, such that a student may take courses in one language, but at the cost of restricting his/her freedom of choice of special orientation;
 - (iv) bilingual programmes: those in which the required courses are given in one or the other of the official languages, such that the student must follow courses in both languages.

- b) On the basis of academic regulations:
 - (i) programmes in which no linguistic competence is imposed by regulation as a condition for the degree, except the knowledge of the language required for registration in the courses;
 - (ii) programmes which, by regulations, require as a condition of graduation, a level of knowledge of the second language to be shown by success in a test administered at the beginning of such studies at the University or by success in a second language course or courses specified in such programs;
 - (iii) programmes which require one or more courses in the second language, whatever be the level of competence shown by the student at the time he/she begins his/her studies at the University.

9.0 TEACHING STAFF

- 9.1 In its management of teaching personnel, the University shall continue to reinforce the bilingual nature of the institution.
- 9.2 When this policy on bilingualism is adopted, the University shall honour in every respect the rights acquired by its present teaching staff in its collective agreement.
- 9.3 The University will make use of incentive measures only to encourage members of the teaching personnel who are on staff when this regulation comes into force to improve as may be required their knowledge of one or the other of the official languages.
- 9.4. a) After the coming into force of this regulation, the University will engage as members of the teaching personnel only persons who are at least receptively bilingual, or who undertake to attain this level of linguistic competence.
- b) A member of the teaching personnel engaged on the strength of such an undertaking will not be able to obtain tenure until such undertaking has been fulfilled.
- 9.5 Notwithstanding article 9.4(1) applicants for faculty positions from the specified designated groups (women, native people, people with disabilities, and members of visible minorities) shall be given special consideration in accordance with the Employment Equity Policy, with respect to the initial bilingualism requirement, provided the commitment to attain this level of linguistic competency is given as indicated in 9.4(1).
- 9.6 A faculty member hired under the terms of article 9.4(1) will not normally be granted tenure unless he/she has reached the level of receptive bilingualism. In the case of personnel appointed at the rank of associate or full professor, a native person, or a person whose first language is neither French nor English, special arrangements may be made.
- Where such special arrangements have been made in a particular case, the President or Vice-President (Academic) must invariably show in writing:
- a) the reasons for such measures; and/or
- b) the length of time granted to the incumbent to attain receptive bilingualism, and the consequences to follow in case of non-fulfillment of this mutual understanding.
- 9.7 The University will offer French and English courses for the benefit of members of the teaching personnel who wish to improve their knowledge of either official language; the participation of these members will be voluntary, without cost and subject to such regulatory provisions as the University may adopt.
- 9.8 As far as possible, and in accordance with such regulations as may be adopted by the

Board of Governors and the Senate, the University may grant summer leaves or at any other time through mutual agreement with full pay to members of the teaching personnel who wish to improve their knowledge in either of the official languages.

10.0 THE STUDENTS

- 10.1 A student shall not be admitted to a programme of study unless he/she has a sufficient knowledge of the language or languages of instruction of the courses required by his/her programme.
- 10.2 Each of the faculties is encouraged to put in place appropriate measures to encourage students to acquire at the very least a passive knowledge of the second language.
- 10.3 The University will make available to its students such courses as may be needed for them to acquire or increase their knowledge of the official languages, having regard to the particular needs of the student resulting from the programme in which he/she is registered. The taking of such courses shall be subject to regulations made by the faculties and schools and approved by the Senate and, where necessary, by the Board of Governors.
- 10.4 a) Every student has the right to use English or French in his/her dealings with the Central Administration and the General Services and with the administration of the academic units in which he/she is registered.
- b) Every student has the right to require that a course in which he/she is registered shall be given in the language used to describe the course in a current calendar, subject to the regulations of the academic unit respecting conditions to be satisfied in order for a course to be offered.
- c) Except in language courses, every student has the right to produce his/her work and to answer examination questions in the official language of his/her choice subject to the following conditions:
- i) the academic unit gives permission; or
 - ii) the professor gives permission.

11.0 ADMINISTRATIVE AND SUPPORT STAFF

- 11.1 In its management of teaching and support personnel, the University shall endeavour to reinforce the bilingual nature of the institution.
- 11.2 When this policy on bilingualism is adopted, the University shall honour in every respect the rights acquired by its present administrative and support staff.
- 11.3 For employees who wish to improve their knowledge of one or the other official language and to whom no obligation has been imposed regarding bilingualism, the university shall use incentives, at its discretion, to encourage them to do so. It is

understood that no measures will be imposed on any employee in office at the time this policy is approved.

- 11.4 For positions occupied by administrative and support staff, the University must determine, given the duties they are required to perform, the nature of the relations they will possibly have with the University community and the general public; and it must define the level of bilingualism required for each such position.
- 11.5 The University shall offer English and French courses for members of its personnel wishing to improve their knowledge of either official language. For these members, participation shall be non-compulsory, free of charge, and subject to any regulations which the University may subsequently approve.

12.0 JOINT COMMITTEE ON BILINGUALISM

- 12.1 The Joint Committee on Bilingualism is charged with the responsibility of evaluating progress in the implementation of this policy. To this end, it will inform the Board on a regular basis and submit an annual report to the Board and to Senate. The Board and Senate will ensure that the Joint Committee has significant representation from both official language groups.
- 12.2 The Joint Committee on Bilingualism is comprised of:
- Chair of the Board of Governors (ex officio),
 - The President (ex officio),
 - The Vice-President, Academic (Anglophone Affairs) (ex officio),
 - The Vice-President, Academic (Francophone Affairs) (ex officio),
 - The Secretary of the Board of Governors (ex officio),
 - Three representatives of the Board of Governors,
 - Three faculty members from Senate,
 - Four students, one from each of Association des étudiantes et étudiants francophones, Association of Laurentian Part-time Students, Graduate Students' Association, and Students' General Association
 - Two representatives of the non-academic support staff (LUSU).
 - Two representatives of the administrative and professional staff (LUAPSA).
- 12.3 The Terms of Reference of the Joint Committee on Bilingualism are as follows:

Generally speaking, to promote bilingualism at Laurentian University and to make appropriate recommendations to Senate and to the Board of Governors and more specifically:

- (a) advise the President on official language matters at the University;
- (b) make recommendations to Senate and the Board of Governors on official language matters at the university;
- (c) recommend modifications to the list of bilingual positions at the university;
- (d) review the annual report of the President justifying exceptions to the policy with

- respect to the staffing of bilingual positions;
 - (e) periodically review (and at least every five years) the Policy on Bilingualism at the university and propose changes, as required;
 - (f) undertake any other function which may unfold from its mandate.
- 12.4 The Joint Committee on Bilingualism shall meet at least once per semester (fall and winter).
- 12.5 Quorum for the Joint Committee on Bilingualism is eight members.
- 12.6 Secretarial support for the Committee is provided by the Office of the Vice-President, Academic (Francophone Affairs).
- 12.7 In the course of its duties, the Joint Committee on Bilingualism can create subcommittees.

Appendix 1

Positions requiring functional bilingualism under Article 7.1 b)

President

Assistant to the President

Executive Secretaries
Secretary

Vice-President, Academic (Anglophone Affairs)

Vice-President, Academic (Francophone Affairs) / Academic Staff Relations

Assistant to the Vice-Presidents

Executive Secretaries to the Vice-Presidents

Deans of Faculties

Administrative Assistants
Secretaries

Associate Vice-President, Student Affairs

Administrative Assistant
Health Services Supervisor
Secretary

Manager, Placement Centre
Secretary

Project Coordinator
Work Study Coordinator
Student Webmaster

Coordinator, Special Needs Office

Secretary
Learning Skills Counselor
Learning Strategist
Assistant Technology

Coordinator and Chaplain, Spiritual Life Services

Manager, Student Life

Exam Coordinator and Secretary (Off-Campus Examinations)
Counseling and Resource Centre
Secretary
Counselors

Manager, E-Learning
Multimedia Specialists

Centre for Continuing Education

Senior Program Manager
Senior Program Manager/Academic Advisor
Administrative Supervisor
CCE Staff

Manager, Recruitment and Liaison Services

Coordinator of Recruitment Activities
Secretary
Liaison and Information Officer
Liaison Associate

Registrar and Secretary of Senate

Administrative Assistant
Secretary/Senate
Scheduling Officer
Reports Officer
Manager, Registrarial Services
Manager, Records and Systems
Student Records

Associate Vice-President, Research

Administrative Assistant
 Research Officers
 Intellectual Property and Technology Transfer Officer

Director/Coordinator, Library

Administrative Assistant
 Archives
 Archivist
 Secretary/Receptionist
 Archives Technician
 Circulation Supervisor
 Interlibrary Loans
 Staff

Director, Instructional Media Centre

Administrative Assistant
 Instructional Media Centre Staff and Services
 Equipment reservations
 Telecommunications Staff and Services

Director, Laurentian International

Manager, Admissions and Recruitment
 Manager, Student Services
 Coordinators, Housing and Admissions
 Web – Liaison Officer
 Advisor, International Student Exchanges

Vice-President, Administration and Secretary of the Board of Governors

Executive Secretary to the Vice-President
 Switchboard Operators

Director, Institutional Research

Research Assistant

Director, Financial Services

Secretary, Financial Services
 Assistant, Budgets and Research Accounts
 Assistant to the Director
 Manager, Accounting and Budgets
 Manager, Research and Payables
 Assistant
 Manager, Payroll and Benefits
 Payroll Clerks
 Manager, Purchasing and Insurance Services
 Purchasing Clerk
 Byer/Risk Officer
 Purchasing and Insurance Resource

Director, Physical Plant and Planning

Assistant to the Director
 Secretary
 Supervisor, Buildings and Grounds
 Supervisor, Electrical
 Supervisor, Electrical-Mechanical
 Supervisor, Grounds
 Supervisor, Mechanical
 Key Registry

Director, Human Resources

Employment Coordinator
 Manager, Occupational Health and Safety
 Human Resources Clerk
 Manager, Pension and Benefits

Pension and Benefits Assistant
 Manager, HRIS and Staff Relations
 Human Resources Assistant

Director of Services

Photocopy Cards
 Conference Services
 Printing and Duplicating Services
 Rental Facilities – Booking Services
 Manager, Residence Office
 Clerk
 Coordinator of Research and Training
 Activities Coordinator
 Single Student Residence-Porters' Desk
 University College Residence-Porters' Desk
 Married/Mature Student Residence
 Maintenance
 Postal, Shipping and Receiving Services

Director, Computer Services

Help Desk
 Manager, Network Systems
 Manager, Information Systems
 TLM/WebCT Support

Director of Security and Parking Services

Assistant to the Director
 Secretaries
 Security Officers
 Walkhome Coordinator

Translator

Secretary

Executive Director, University Advancement

Executive Assistant

Director, Development

Funds Coordinator

Manager, Alumni Affairs

Alumni Officer
 Communications Officer
 Advancement Officer
 Laurentian Student Alumni

Director, Public Affairs

Assistant to the Director
 Special Events Coordinator
 Secretary
 Creative Services Coordinators

Media Relations Officer