GUIDELINES FOR THE ASSIGNMENT OF
NON-NATIVE ENGLISH SPEAKING GRADUATE TEACHING FELLOWS

Adopted by the University of Oregon Graduate Council, January 1991
Revised, Fall 1996, Winter 1998, and Spring 2010

These guidelines are designed to insure that Graduate Teaching Fellows (GTFs) are assigned duties that are consistent with their ability to communicate effectively in spoken English. There are no restrictions on the work assignments of GTFs who score 50 or above on the revised TSE/SPEAK test. The work assignments of GTFs scoring below 50 on the TSE/SPEAK, however, are subject to the limitations outlined below. It is the responsibility of the department head, graduate advisor, and/or supervising faculty member to make sure that GTFs who have scored below 50 on the TSE/SPEAK are assigned responsibilities appropriate to their level of English language proficiency and that they take the required language courses.

There are also no restrictions on GTFs who score 26 or above on the speaking section of the internet-based (iBT) TOEFL exam or who score 7 or above on the speaking band of the IELTS (academic module). However, students who score below 26 on the TOEFL or 7 on the IELTS will be required to take the SPEAK test.

Departments wishing to assign GTF duties that deviate from these guidelines must obtain prior written approval from the Associate Dean of the Graduate School. Requests for waiver of these guidelines should describe in detail the proposed duties and responsibilities of the GTF and provide evidence that the quality of undergraduate instruction is not impaired by the GTF’s failure to communicate effectively.

A student who believes his/her score does not accurately reflect his/her true oral English skills may contact the SPEAK Test Coordinator, who will either schedule an interview with the student or require the student to attend the first meeting of the required IGTF training course and participate in a diagnostic oral English test to discern appropriate placement.

**TSE/SPEAK Score 50-60** (and iBT TOEFL Speaking Score of 26+ or IELTS Speaking Score of 7+)
*Assignment Guidelines*: No restrictions on GTF assignment duties. Supervising faculty should supervise/meet with the GTF on a regular basis.
*Language Training*: No further language training is required. GTFs desiring language training assistance should contact the American English Institute.

**TSE/SPEAK Score 45**
*Assignment Guidelines*: The GTF shall not serve as the primary instructor of a course, except for a language course taught in the GTF's native tongue. GTFs leading laboratory and discussion sections shall be closely supervised by a faculty member. Supervising faculty shall observe on a regular basis the teaching of GTFs in order to ensure that they have the speaking proficiency necessary for the satisfactory completion of duties.
*Language Training*: The GTF is required to complete the IGTF English for Classroom Communication course at the American English Institute and pass the course exit exam demonstrating skills sufficient to achieve a TSE/SPEAK score of 50.

(over)
TSE/SPEAK Score 40
Assignment Guidelines: The GTF shall not serve as the primary instructor of a course, except for a language course taught in the GTF's native tongue. GTFs leading laboratory and discussion sections shall be closely supervised by a faculty member. Supervising faculty shall observe on a regular basis the teaching of GTFs in order to ensure that they have the speaking proficiency necessary for the satisfactory completion of duties.
Language Training: The GTF is required to complete the IGTF Oral Skills course and the English for Classroom Communication (ECC) course in subsequent terms at the American English Institute and pass the ECC course exit exam demonstrating skills sufficient to achieve a TSE/SPEAK score of 50.

TSE/SPEAK Score 35
Assignment Guidelines: The GTF shall not serve as the primary instructor of a course. The department shall minimize any duties that require the GTF to interact in English with undergraduates. Supervising faculty should mentor and assist the GTF on a regular basis. Language department faculty should ascertain whether GTFs teaching in their native language are able to communicate in English (if English is to be used) for classroom instruction or during office hours.
Language Training: The GTF is required to complete the coursework prescribed by the American English Institute that is sufficient to achieve a TSE/SPEAK score of 50. GTFs with a score of 35 should schedule an interview with AEI staff to determine course requirements.

TSE/SPEAK Score 20-30
Assignment Guidelines: The GTF shall not conduct lectures, laboratory or discussion sections, office hour meetings, or be involved in the direct instruction of students unless the professor or a GTF with English language proficiency is present. If the GTF is assigned as a grader, he/she may grade multiple-choice assignments/examinations only.
Language Training: The GTF is required to complete the coursework prescribed by the American English Institute that is sufficient to achieve a TSE/SPEAK score of 50.

Revision approved
March 17, 2010