

APPOINTMENT AND PROMOTION
Language Assistant

APM - 415

415-10 **Qualifications**

The qualifications and description of duties of the Language Assistant title appear in the attached memorandum of September 25, 1967.

Office of the Vice President—Academic Affairs
September 25, 1967

Establishment of “Language Assistant” Title

CHANCELLORS:

We have recently approved the establishment of the academic title “Language Assistant” (Title Code 2340). The following description and conditions of employment apply to this title:

Minimum qualifications are: Native or quasi-native speaking ability in the language for which employed, and sufficient formal education in that language to ensure that the Language Assistant speaks a variety of that language acceptable as a good model for student imitation. This degree of language proficiency is equivalent to at least that expected of students in this country with a master’s degree in the language; European graduates of gymnasias and Latin American graduates of high schools generally have the requisite proficiency in the language.

Nature of duties and conditions of employment are: The Language Assistant prepares teaching materials and conducts special conversational classes entirely in the language for which employed, under the active direction and supervision of a regular member of the faculty to whom final responsibility for the course’s entire instruction has been assigned. The Language Assistant works during the academic quarter (including registration and examination weeks) at no more than half time.

The terms of appointment, salary schedules and authority to appoint Language Assistants are the same as those for Teaching Assistants.

As you know, there currently is a non-academic class of Language Assistant (Title Code 6650) which may include people on your campus who should be transferred to the new academic category. The University-wide Office of Personnel and Retirement Systems has advised us that they will change this title to accommodate those who do not belong in the new academic classification.

APPOINTMENT AND PROMOTION
Language Assistant

APM - 415

You may transfer individuals on your campus to this new category, provided they meet the qualifications of the Language Assistant as described above, and are paid from academic funds. Please consult with your Personnel Manager regarding the appropriate title for those individuals who should remain in a non-academic classification and who do not meet the above qualifications.

The above policy concerning the Language Assistant title will be issued as an addition to the Administration Manual in the near future.

Angus E. Taylor

cc: Mr. Allmand