

Number:	ADM-120
Title:	Official Languages
Person responsible for enforcement:	Secretary General
Entered into force:	February 28, 2018
Approved:	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Preamble

In principle and in practice, French and English are the official languages of the University. The bilingual character of the University is reflected in the bilingual programs, its central administration, corporate services, internal administration of its faculties and schools, its faculty members, support staff and its student population.

This regulation aims to apply a policy of bilingualism, to give and guarantee services of equal quality in both language groups to all levels and in all areas of University management and organization and to meet the requirements of a partial designation in accordance with the Ontario *French Language Services Act*.

2. Definitions

“Active” knowledge of a language means mastery of oral and written expression in that language.

“Passive” knowledge of a language means mastery of oral and written comprehension in that language.

3. Regulation

3.1 Students

Everyone has the right to use English or French in his relations with the various University services and academic units.

Everyone has the right to demand a course in which he is registered to be given in the language used to describe the course in the course directory, subject to observance of the regulations on conditions for a course to be offered.

Everyone has the right to write his work and to answer exam questions in the official language of his choice.

3.2 Faculty members and administrative staff

The University must ensure that all faculty members and administrative staff are at least partially bilingual, that is to say they master all the functions of one of the official languages and have a passive knowledge of the other language.

The University should strive to gradually increase the number of faculty members and administrative staff who have an active knowledge of both official languages.

The University will provide incentive measures to bring faculty members and administrative staff to improve, as needed, their knowledge of either official language.

The University will hire as a member of the faculty and administrative staff persons who have at least an active knowledge of one language and a passive knowledge of the other official language, or who are committed to achieving this level of proficiency in the manner specified in their employment contract. A person hired on the basis of such an undertaking cannot, as long as he has not fulfilled this obligation, get tenure or full-time permanent status.

3.3 Functioning of committees

During meetings of the Board of Governors, Senate and their committees, each person can make use of the official language of their choice and obtain, upon request, the translation of any proposal put to a vote.

The minutes of these meetings will be bilingual, in the sense that the proposals will be reported in the language in which they were made.

3.4 University communications

The University will simultaneously issue, in French and English, official communications sent to all Saint Paul University staff and students.

Communications from services and faculties will reflect the bilingual nature of the University and will be issued in both official languages or, minimally, will use, in a similar proportion, both official languages.

4. Institutional Committee on Francophone Affairs and Official Languages

4.1 To ensure that the present policy is enforced and that complaints are handled impartially, the University has put in place an Institutional Committee on Francophone Affairs and Official Languages.

4.2 The Committee's mandate is to:

- a. Propose appropriate ways of training, informing and educating the University community on its bilingual policy;
- b. Examine complaints relating to French Language or bilingual services;
- c. Report to the Board of Governors on an annual basis on the French Language Services and, if appropriate, suggest revisions to the current policy and make recommendations it considers relevant; and
- d. Present every three years, a report for the approval of the Board of Governors destined for the responsible Ministry, highlighting how the services in the French language were rendered.

4.3 The Committee is composed of:

- a. The Secretary General who presides the Committee; and
- b. Two other persons appointed by the Administration Committee.