

LANGUAGE POLICY

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Approval Authority: Secretary-General

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PREAMBLE

Concordia University (the “University”) is an institution that provides instruction in English to the majority of its students. Concordia is an open, diverse and engaged university that encourages its students to become active and concerned citizens. It nurtures close ties with Montréal, enriching its social, economic and cultural fabric. Committed to taking an active part in shaping community life, it recognizes the official character of the French language in Québec and offers its students courses that allow them to acquire the linguistic skills they need to pursue a career in Québec.

SCOPE

This Policy applies to:

- the University’s written communications addressed to all or a part of its employees when such communications pertain to working conditions;
- the University’s written communications of an administrative nature (pertaining to health and safety, building closures, etc.) addressed to all employees or community members;
- the University’s written communications with the Civil Administration, as defined below;
- the University’s written communications with legal persons established in Québec; and
- the teaching of French as a second language at the University.

Nothing in this Policy or its related [Guidelines](#) shall invalidate, supersede or replace any complaint, grievance or appeal procedure set out in any collective or employment agreement to which the University is a party.

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PURPOSE

The University adopted this Policy in compliance with sections 88.1 and 88.2 of the [Charter of the French Language, CQLR, chapter C-11](#) (the “Charter”), which stipulates that universities, including English universities, must adopt a language policy¹. The Charter has several objectives, among which are to assure the quality and influence of the French language, to make French the language of the Civil Administration, and to promote the use of French in Québec. These objectives must be pursued in a spirit of fairness and open-mindedness, respectful of the institutions of the English-speaking community of Québec, and respectful of minorities, whose valuable contribution to the development of Québec is readily acknowledged².

According to the Charter, the language policy of institutions that provide university instruction in English to the majority of their students must pertain to the following:

- the language used in their written communications with the Civil Administration;
- the language used in their written communications with legal persons established in Québec;
- the teaching of French as a second language; and
- the methods of implementation of the policy and monitoring of its application.

DEFINITION

For the purposes of this Policy, the following definition shall apply:

¹ *Charter of the French Language (CQLR, chapter C-11)*, section 88.2: “(...)In the case of an institution that provides college or university instruction in English to the majority of its students, the language policy must pertain to the teaching of French as a second language, the language used by the administration of the institution in its written communications with the civil administration and legal persons established in Québec, and the implementation of the policy and the monitoring of its application.”

² *Charter of the French Language (CQLR, chapter C-11)*, preamble.

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- “Civil Administration” means the Government and the Government departments, the Government agencies, the municipal and school bodies as well as all other bodies listed under schedule A of the Charter.

POLICY

The University’s written communications to all or a part of its employees when such communications pertain to working conditions

1. When the University sends written communications to all or a part of its employees, and these communications pertain to or have an impact on working conditions, they shall be provided in both French and English.

The University’s written communications on administrative matters to all employees and community members

2. As an English language institution that provides university instruction in English and within which a large proportion of students are more comfortable communicating in English than in French, the University generally requires that its employees be able to communicate in English. That being said, as much as possible, the University shall encourage the distribution in both French and English of administrative messages from the University to all employees.
3. The University shall publish the French and English versions of all its policies on its website.
4. As much as possible, when administrative messages emanate from the Office of the President, the Vice-Presidents’ offices or the departments, and they concern the whole community (students, faculty and administrative staff) or an important part of the community, the University shall encourage the distribution of such messages in both French and English.
5. While recognizing that it is difficult to translate everything, the University shall encourage the Office of the President, the Vice-Presidents’ offices and the Deans’ offices to contact, if needed, Translation Services to translate written communications of an administrative nature addressed to all the employees of the unit or of the University. This ensures that

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these communications are distributed both in French and English as much as possible, and that high-quality French is used. Other units are also encouraged to contact Translation Services to carry out the translation of such written communications, when they deem it necessary.

6. Translation Services provides an important support function to the administrative, marketing, fundraising, research and creation sectors. In addition to translating from English to French, it also offers French revision and terminology assistance services, thus contributing to the University's institutional identity and outreach. It also provides a list of language resources and an online terminology bank. These tools are listed in the [Guidelines](#). The University shall encourage its community to call on Translation Services and use its resources to perfect the quality of its French texts.

Communications with the Civil Administration

7. When the University communicates in writing with the Civil Administration, it shall do so in French. Any agreement between the University and the Civil Administration shall be negotiated and written in French.

Communications with legal persons established in Québec

8. When the University communicates in writing with legal persons established in Québec, it shall do so in French, except with those who expressly request that the University communicate with them in English.

Teaching of French as a second language

9. Since its establishment in 1974, the University has provided instruction in English to the majority of its students. However, certain courses whose content requires a different approach are given in French. The University also offers instruction in French as a second language.
10. The University also offers French courses to its employees.

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Policy Responsibility and Review

11. A permanent committee shall be responsible for monitoring the implementation of this Policy. The committee is chaired by a representative from the Office of the Secretary-General, and includes the Director of Translation Services, a representative from University Communications Services as well as a representative from Human Resources. It shall convene at least once a year to analyse any observations received concerning the application of this Policy and recommend corrective actions as needed. It shall periodically review the Policy and recommend changes if necessary.
12. The responsibility for implementing and recommending amendments to this Policy shall rest with the Secretary-General, in collaboration with the Chief Communications Officer.