



SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY

NOMOR: 012/R/SK/RO-mak/IV/2022

NUMBER: 012/R/SK/RO-mak/IV/2022

TENTANG
CONCERNING

KEBIJAKAN KOMPETENSI BAHASA INGGRIS STAF PENGAJAR
POLICY FOR ENGLISH LANGUAGE COMPETENCE OF INSTRUCTIONAL STAFF

REKTOR UNIVERSITAS SAMPOERNA,
THE RECTOR OF SAMPOERNA UNIVERSITY,

Menimbang
Considering

- : a. Bahwa sebagai institusi Pendidikan tinggi dengan standar internasional, Universitas Sampoerna menjamin bahwa dosen pengajar memiliki kemampuan Bahasa Inggris yang baik untuk memberikan materi pengajaran dalam Bahasa Inggris;

Whereas as a higher education institution with international standard, Sampoerna University ensure its faculty members to have sufficient English language proficiency to deliver the teaching materials in English;

- b. Bahwa Eksekutif Universitas Sampoerna telah menyetujui Kebijakan Kompetensi Bahasa Inggris Staf Pengajar Universitas Sampoerna pada Rapat Eksekutif Universitas Sampoerna pada tanggal 24 Maret 2022;

Whereas the University Executives of Sampoerna University has approved the Policy for English Language Competence of Instructional Staff in University Executive Meeting on 24 March 2022;

- c. Bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a dan b perlu ditetapkan Surat Keputusan Rektor.

Whereas based on the considerations as referred to in letter a and b must be stipulated in a Rector's Decree.

Mengingat
In view of

- : 1. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);

Law Number 12 of 2012 on Higher Education (Statute Book of 2012 No. 158, Supplement No. 5336);

2. Undang-Undang Nomor 19 Tahun 2016 tentang Informasi dan Transaksi Elektronik;

Law Number 19 of 2016 on Electronic Information and Transactions;

3. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);

Government Regulation Number 4 of 2014 on Organization and Governance of Higher Education (Statute Book of 2014 No. 16, Supplement No. 5500);

4. Peraturan Presiden nomor 8 tahun 2012, tentang Kerangka Kualifikasi Nasional Indonesia (Lembaran Negara Republik Indonesia tahun 2012 Nomor 24).

Presidential Regulation number 8 of 2012, concerning the Indonesian National Qualifications Framework (State Gazette of the Republic of Indonesia of 2012 Number 24)

5. Peraturan Menteri Pendidikan dan Kebudayaan No 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi

Regulation of the Minister of Education and Culture No 3 of 2020 National Standard of Higher Education;

6. Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 66/E/O/2013 tanggal 15 Maret 2013 tentang Izin Pendirian Universitas Siswa Bangsa Internasional *juncto* Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 122/KPT/I/2016 tanggal 10 Maret 2016 tentang Perubahan Nama Universitas Siswa Bangsa Internasional di Kota Jakarta Selatan menjadi Universitas Sampoerna di Kota Jakarta Selatan;

Decision of the Minister of National Education and Culture of the Republic of Indonesia Nomor 66/E/O/2013 dated March 15, 2013 on License for Establishing Universitas Siswa Bangsa Internasional

juncto Decision of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated March 10, 2016 concerning the Change of Name of the International Student Nations University in South Jakarta City to Sampoerna University in South Jakarta City;

7. Surat Keputusan Pengangkatan Rektor Universitas Sampoerna Nomor: 106/PSF-BOARD/11/21 tanggal 1 November 2021;

Decree on the Appointment of the Rector of Sampoerna University Number: 106/PSF-BOARD/11/21 dated November 1, 2021;

**M E M U T U S K A N:
D E C I D E E D**

Menetapkan
To enact : SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA TENTANG KEBIJAKAN KOMPETENSI BAHASA INGGRIS STAF PENGAJAR UNIVERSITAS SAMPOERNA, SEBAGAI BERIKUT:

DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY CONCERNING POLICY FOR ENGLISH LANGUAGE COMPETENCE OF INSTRUCTIONAL STAFF OF SAMPOERNA UNIVERSITY, AS FOLLOWS:

Kesatu
Firstly : Menyetujui Kebijakan Kompetensi Bahasa Inggris Staf Pengajar Universitas Sampoerna sebagaimana terlampir dalam Lampiran 1 Surat Keputusan ini.

Approved Policy for English Language Competence of Instructional Staff of Sampoerna University as attached in Attachment 1 of this Decree.

Kedua
Secondly : Surat Keputusan ini berlaku sejak tanggal ditetapkan. Apabila di kemudian hari terdapat perubahan dan/atau hal-hal yang belum diatur, maka akan dilakukan perbaikan sebagaimana mestinya.

This Decree is valid from the stipulation date. If there are matters that are not provided in this Decree, it shall be added, amended, and stipulated accordingly.



Ditetapkan di Jakarta / *Stipulated in Jakarta*
Pada tanggal 8 April 2022 / *On 8 April 2022*

Rektor / *Rector*



Drs. Wahdi Salasi April Yudhi, M.Dev.Admin., Ph.D.
NIDK 8813120016

Tembusan:

Copy:

1. Para Wakil Rektor, Universitas Sampoerna;
Vice Rectors, Sampoerna University;
2. Para Dekan, Universitas Sampoerna;
Deans, Sampoerna University;
3. Para Ketua Program Studi, Universitas Sampoerna;
Heads of Study Programs, Sampoerna University;
4. Para Manajer, Universitas Sampoerna.
Managers, Sampoerna University.
5. Para Kepala Unit, Universitas Sampoerna.
Head of Units, Sampoerna University.



Lampiran 1

ATTACHMENT I

**SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
*DECREE OF THE RECTOR OF UNIVERSITAS SAMPOERNA***

NOMOR: 012/R/SK/RO-mak/IV/2022

NUMBER: 012/R/SK/RO-mak/IV/2022

ENGLISH LANGUAGE COMPETENCE OF INSTRUCTIONAL STAFF

Policy Number:	1.6.920	Date Approved:	March 24, 2022
Approving Authority:	President/Rector	Effective Date:	April 1, 2022
Responsible Executive:	VRAA	Next Review:	April 1, 2025

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	V.1	March 24, 2022
		Click to enter a date.

**explain which part and article have been changed*

A. Purpose

This policy is established to ensure that faculty members at Sampoerna University have sufficient English language proficiency to provide instruction. It is to ensure that courses offered for credit at the institution are taught in the English language and that all faculty members are proficient in the use of the English language. A faculty member may use Bahasa Indonesia to conduct Bahasa Indonesia course or MOE mandated courses designed to be taught in Bahasa Indonesia.

This policy does not prohibit a faculty member from providing individual assistance during course instruction to a non-English-speaking student in the native language of the student.

B. Scope

This policy is applied to all faculty members

C. Procedures & Responsibilities

1. Procedures and Responsibilities for Instructional Hiring

- a. Individuals being interviewed for an instructional position at Sampoerna University will be carefully evaluated prior to being hired to ensure that they possess effective communication skills in the English language.
- b. All individuals being considered for a faculty position must provide evidence deemed sufficient by the appropriate Dean that English is their primary language or that they have achieved an appropriate score on an Approved Test of English Language Proficiency. An English Proficiency Form, with related evidence of mastery of the spoken English language, must be included in the individual's hiring packet.
- c. Each hiring packet submitted for instructional personnel whose primary language is not English must be interviewed by the Vice Rector for Academic Affairs or designee holding a credential in English as a Second Language. The interviewer (VRAA or designee) must certify English language proficiency before the candidate can be hired.

2. Procedures and Responsibilities Related to Current Faculty

- a. It is the responsibility of Faculty Deans and Heads of Study Programs to monitor the English proficiency of current faculty and to address deficiencies where there is a need. If there is a reasonable doubt that the individual can effectively express himself or herself in the English language, the Dean or Study Program Head will:
 - i. Conduct a personal interview with the faculty member;
 - ii. Interview a representative sample of students from each class or laboratory taught or supervised by the that faculty member; and
 - iii. Provide the VRAA with a written assessment of the individual's English language proficiency. Concurrently, the Dean or Study Program Head may address the problem through informal measures and actions.
 - iv. The VRAA may determine that reevaluation and additional prescribed instruction may be necessary in certain cases.
- b. Refusal by an individual to participate in any assessment of his or her academic English language competency, and prescribed remediation, or failure to satisfactorily demonstrate proficiency in the use of the English language as prescribed in this policy, may result in appropriate action, up to and including dismissal, being taken by the University.
- c. University policy does not permit discrimination against any person on any basis prohibited by law, including discrimination on the basis of national origin. The VRAA, Deans, and Heads of Study Programs will take such steps as are necessary to avoid discrimination on the basis of national origin in the implementation, operation, and evaluation of this policy and program.

D. Related Policies and Procedures

- HR Policies on Recruitment and Faculty Handbook