

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	ENGLISH FLUENCY REQUIREMENTS FOR FACULTY EMPLOYMENT	Procedure Number: 3-3-117.1 ATC
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	8-2-109; 8-2-109.1	
Governing ATC Policy:	3-3-117	

Approved: 
President


Vice President of Administrative Services

Date Adopted: 08/02/2010
Date Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Procedures

In accordance with SBTCE procedure 8-2-109.1 and the Southern Association of Colleges and Schools criteria, candidates for full-time and adjunct teaching positions will have their oral and written skills assessed in the following manner:

Applicants for full-time teaching positions:

1. All applicants invited for an interview are required to have their oral and written skills assessed.
2. Prior to the first interview with the committee, the Human Resources Representative will escort the applicant to the ACT Testing Center. The ACT Test Center will administer the writing assignment.
3. The committee chair will meet the applicant at the Test Center and escort the applicant to the interview location.

4. The committee chair will be responsible for making copies of the writing assignment for the committee members.
5. The Test Center staff will forward a blind copy of the writing assignment to the appropriate member of the English department and will forward the original to the Human Resources Office.
6. The selection chairperson will assess the oral skills of the candidate during the interview and the teaching presentation. The chairperson will evaluate the oral skills using the criteria noted on the assessment form, by either marking satisfactory or unsatisfactory.
7. Once all interviews are completed, the selection chairperson will forward the assessment forms to an English Department representative to assess the written response.
8. The English Department representative will return the assessment form to the Human Resources Office.
9. The assessment will become part of the personnel file of the candidate selected and hired.
10. The assessment will become part of the employment application and remained in the Human Resource active files for one year for candidates not selected or hired.

Applicants for adjunct/part-time teaching positions:

1. All applicants invited for an interview are required to have their oral and written skills assessed.
2. The Human Resources Representative will administer the writing assignment.
3. During the interview, the hiring supervisor will assess the oral skills using the criteria noted on the assessment form by marking either satisfactory or unsatisfactory.
4. Upon completion of the interview and the candidate's completion of the written response, the Human Resources Representative should forward the assessment form to an English Department representative to assess the written response.
5. The English Department representative will assess the written response using the criteria noted on the assessment form by marking either satisfactory or unsatisfactory.

6. The English Department representative will return the assessment form to the Human Resources Office.
7. The assessment will become part of the personnel file of the candidate selected and hired.
8. The assessment will become part of the employment application and remain in the Human Resource active files for one year for candidates not selected or hired.