

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

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

Approved:   
President

  
Vice President of Administrative Services

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**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. General Information

A. Purpose

The purpose of these procedures is to define methods to ensure that all FTE and adjunct faculty, whose first language is other than English and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and that appropriate response be given to student complaints regarding an instructor's English fluency.

B. Exclusions

This procedure does not apply to the following instructional settings: training and business development courses; student participatory and activity courses such as clinics, studio, and seminars; special arrangement courses, such as individualized instruction and independent study courses; courses designed to be taught predominantly in a foreign language; and, courses taught by visiting faculty.

## II. Guidelines

- A. Applicants for permanent and adjunct faculty vacancies will proceed through the normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
- B. If an applicant becomes a finalist for a faculty position but their written or oral English proficiency is judged by the screening official(s) to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee, hereafter henceforth referred to as the committee. The committee will ensure that an English fluency evaluation is made on the basis of previously agreed upon criteria developed with faculty and student input. The applicant will be evaluated by the committee through performance of at least the following minimum proficiency exercises:
  - 1. Providing written responses of at least (1) page to an essay question concerning either teaching methods or the academic discipline.
  - 2. Conducting an oral instructional presentation related to the subject area. At least half of the presentation should use the lecture method.
- C. The function of the committee may be incorporated into an already established committee but shall at least include representatives from the English or Developmental Studies departments, the administration, the Human Resources Office, as well as representatives of appropriate race and sex groups. The environment for the exercises, as well as controls and security to ensure that the exercises completed by the applicant(s) are independent and original work. Candidates must be judged by committee consensus as proficient in both exercises prescribed in Section B above.
- D. Standardized tests or other proficiency testing instruments with validity relative to the position may be used only to corroborate the results of the minimum exercises prescribed in Section B above.
- E. The Student Grievance Procedure should be used whenever concern exists about a faculty member's ability to write and speak fluently in the English language if English is the faculty member's second language.
- F. An instructor who is judged proficient by the committee will continue teaching assignments without any further action.
- G. An instructor assigned to a permanent position who is judged deficient by the committee will be given on academic term to develop sufficient skill to be judged proficient by the evaluation committee. If during the term, the instructor has not

shown evidence of satisfactory progress in overcoming the deficiency, disciplinary action may be taken, up to and including termination.

- H. Any adjunct instructor judged deficient by the committee may be immediately terminated.

### III. 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 Resources' active files for one year for candidates no 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 Resources' active files for one year for candidates not selected or hired.