



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**PROCEDURE: English Fluency Requirements for Faculty Employment
Number: 5.2.10.1**

Responsibility: Human Resources
Last Updated: November 29, 2023
Related Policy: 5.2.10 English Fluency - Faculty

President

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Purpose:

To ensure that (1) all permanent 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 (2) appropriate response is given to student complaints about an instructor's English fluency.

Exclusions: This procedure does not apply to the following instructional settings: continuing education courses; student participation and activity courses such as clinics, studio and seminars; special arrangement courses, such as individual instruction and independent study courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting faculty.

Procedure:

1. Applicants for permanent and adjunct faculty vacancies will proceed through the college's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
2. If an applicant becomes a finalist for a faculty position but his/her written or oral proficiency is judged by the Interview Committee to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee. The committee will ensure that an English fluency evaluation is made through the performance of at least the following minimum proficiency exercises:
 - a. Provide written response of at least one page to an essay question concerning either teaching methods or the academic discipline.
 - b. Conduct an oral instructional presentation related to the subject area with at least half the presentation using the lecture method.
3. The Interview Committee, assigned by the President for each vacancy, will also serve as the English Fluency Evaluation Committee. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises in addition to controls and security to ensure independent and original work by the applicant. The applicant must be evaluated by committee consensus to be proficient in both minimum proficiency exercises.
4. Standardized tests or other valid proficiency testing instruments may be used only to corroborate the results of the minimum proficiency exercises.
5. Student Complaint
 - a. A student who files a complaint regarding the English fluency of an instructor must do so in writing.
 - b. Within thirty (30) calendar days, the instructor will be referred to the English Fluency Evaluation Committee as appointed by the President or his/her designee for a proficiency evaluation using the exercises as prescribed in Sections 2 (a) and 2 (b).
 - c. An instructor who is judged proficient by the committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication exists, appropriate actions can be initiated.
 - d. A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient skills to be judged proficient. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, the instructor may be terminated.
 - e. An adjunct instructor judged deficient by the committee may be terminated immediately.
 - f. An annual report will be submitted by June 30 of each year to the State Board for Technical and Comprehensive Education. The summary report will indicate the total number of student complaints involving faculty English fluency and the resolution of each complaint.