



**PIEDMONT TECHNICAL COLLEGE**

**PROCEDURE**

**PROCEDURE NUMBER: 8-2-1090.1**

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**TITLE: English Fluency Requirements for Faculty Employment**

**RELATED POLICY AND PROCEDURES: 8-2-1090 English Fluency Requirements for Faculty Employment; Section 59-53-20 of the 1976 Code of Laws of South Carolina, as Amended; Section 59-103-160 Code of South Carolina, as Amended.**

**DIVISION OF RESPONSIBILITY: Business and Finance and Academic Affairs**

**July 15, 2013**

**November 11, 2013**

**Date Approved by President**

**Date of Last Review**

**Date of Last Revision**

**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 COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**Administrative Responsibilities**

It is the responsibility of the Director of Human Resources and the Vice President for Academic Affairs to review and revise this procedure.



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### Procedure

#### A. General Information

1. Purpose

This procedure was developed to comply with State Board for Technical and Comprehensive Education policy 8-2-109 and the Fluency in Higher Education Act of 1991. The purpose of this procedure is to define methods to ensure that 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 that appropriate response be given to student complaints regarding an instructor's English fluency.

2. Exclusions

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

#### B. Procedural Guidelines

1. Applicants for permanent and adjunct faculty vacancies 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 English proficiency is judged by the screening official(s) to require further evaluation, then the applicant is referred to an English Fluency Evaluation Committee, hereafter referred to as the committee. The committee ensures that an English fluency evaluation is made on the basis of previously agreed upon criteria developed with faculty and student input. The applicant is evaluated by the committee through the performance of at least the following minimum proficiency exercises:
  - a. Providing written responses of at least one (1) page to an essay question concerning either teaching methods or the academic discipline.
  - b. Conducting an oral instructional presentation related to the subject area. At least half of the presentation should use the lecture method.



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3. The function of the committee may be incorporated into an already established committee but at least include representatives from the English or College Preparatory Studies departments, the administration, the Office of Human Resource Management, as well as representatives of appropriate ethnic and gender groups. The committee ensures that appropriate procedures are used to provide a favorable 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. 2 above.
4. 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. 2 above.

#### **C. Student Grievance**

1. When a student(s) files a grievance(s) regarding the English fluency of an instructor, the instructor is referred within thirty calendar days to the English Fluency Evaluation Committee for a proficiency evaluation using the procedures and methods described in Section B. 2 above.
2. An instructor who is judged proficient by the committee will continue teaching assignments without any further action.
3. A permanent instructor judged deficient by the committee is to be given one 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 is taken up to and including termination.
4. Any adjunct instructor judged deficient by the committee may be immediately terminated.
5. An annual report will be submitted to the State Board for Technical and Comprehensive Education the number and disposition of grievances filed by students under the provisions of this procedure and any invocation of the fluency proficiency guidelines herein.