

INSTITUTIONAL DIRECTIVE 8-31

May 7, 2007

Title: Instructors Fluency in English as a Second Language

I. General Information

A. Purpose

These procedures were developed to comply with Tech policy 8-2-109 and the English Fluency in Higher Education Act of 1991. The purpose of these procedures 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.

B. Exclusions

This policy 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 instruction and independent study courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting faculty.

II. Policy

It 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.

III. Procedural Guidelines

- A. 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.
- B. 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 will be referred to an English Fluency Evaluation Committee, hereafter 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 the performance of at least the following minimum proficiency exercises:
 1. Providing written responses of at least one (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.

Office of Responsibility: Vice President of Academic Affairs/Chief Educational Officer

- 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 Office of Human Resource Management, as well as representatives of appropriate ethnic and gender groups. The committee will ensure 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 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. When a student(s) files a grievance(s) regarding the English fluency of an instructor, the instructor will be referred within thirty calendar days to the English Fluency Evaluation Committee for a proficiency evaluation using the procedures and methods described in Section B above.
- F. An instructor who is judged proficient by the committee will continue teaching assignments without any further action.
- G. A permanent instructor judged deficient by the committee will 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 may be taken up to and including termination.
- H. Any adjunct instructor judged deficient by the committee may be immediately terminated.

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