

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 3.1.14.1  
Related Policy: 3.1.14  
Title: English Fluency Requirements for Faculty Employment  
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 05-23-2001  
Last Cabinet Review: 01-06-2016  
Last Revision: 01-06-2016

---

President

## 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.**

This procedure was developed to comply with policy 3.1.14 and the English fluency in Higher Education Act (S.C. Code Ann. 59-103-160). The purpose of this procedure is to define methods to ensure that all faculty assigned to full-time equivalent (FTE) positions 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 student complaints regarding an faculty's English fluency are appropriately addressed.

Exclusion: This procedure does not apply to the following instructional settings: continuing education courses; student participating and activity courses, such as clinic studios and seminars; special arrangement courses, such as individualized instruction and independent study courses; courses designed to be taught predominately in a Foreign Language; and courses taught by visiting faculty.

Applicants for covered 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.

- A. If an applicant becomes a finalist for a faculty position but his/her own 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, which is comprised of the Vice President for Academic Affairs; an English faculty, an faculty of Developmental Studies; and the Vice President, Human Resources and Employee Relations. 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 response 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.
- B. The function of the committee may be incorporated into an already established committee but may include representatives from the English or Developmental Studies departments, the administration, the College human resources office, as well as representatives of appropriate race and sex groups. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises, as well as controls the 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 "A" above.
- C. 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 A above.
- 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.
- D. An faculty who is judged proficient by the Committee will continue teaching assignments without any further action.
- E. An faculty assigned to a covered position who is judged deficient by the Committee will be given one academic term to develop sufficient skills to be judged proficient by the evaluation committee. If during the term, the faculty has not shown evidence of satisfactory progress in overcoming the deficiency, disciplinary action may be taken up to and including termination.
- F. Any adjunct faculty judged deficient by the committee may be immediately terminated.
- G. The College will annually report to the State Board for Technical and Comprehensive Education a recap of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.