

## **ORAL ENGLISH PROFICIENCY FOR TEACHING PERSONNEL**

### **A. Purpose**

It is the purpose of this document to establish uniform procedures to assure that all instructional personnel possess the State-required oral English proficiency.

### **B. Applicability**

This policy shall apply to all “persons who teach a course offered for academic credit, including Teaching Assistants, Instructors, Lab Assistants, Research Assistants, Technical Instructors, Assistant Master Technical Instructors, Associate Master Technical Instructors, Master Technical Instructors, Lecturers, Senior Lecturers, Assistant Professors, Associate Professors, and Professors [hereafter referred to as *faculty*]”.

### **C. Procedures**

1. In addition to the usual pre-employment interviews, faculty whose primary language is not English shall at their own expense take the Test of Spoken English (TSE) - or the locally-administered Speaking Proficiency English Assessment Kit (SPEAK) -- by the Education Testing Service to determine their oral proficiency in English. Prospective faculty shall be responsible for submitting the score report to the appropriate Department Chair.
2. Faculty shall be determined proficient in oral English upon earning a satisfactory score on the TSE (or SPEAK). Persons whose primary language is English are excluded from this requirement.
3. Faculty whose primary language is not English and who have failed to demonstrate oral English proficiency before appointment will have one (1) academic year in which to demonstrate satisfactory oral English proficiency.
4. Faculty not scoring satisfactorily on the TSE shall be referred to a speech and hearing specialist for diagnosis and for the preparation of a program to remedy the deficiencies. Faculty shall be financially responsible for any charges connected with this process and for the cost of training, which may be required to remedy deficiencies.

### **D. Review**

This policy and related procedures shall be subject to periodic review.