

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>ENGLISH FLUENCY</b>	Number <b>D-43.1</b>
Division of Responsibility <b>Academic Affairs</b>	Approval Date Page <b>1/21/2021 1 of 2</b>
Approval Vice President _____  President _____	Supersedes Procedure No. <b>D-43.1</b> Date <b>5/24/10</b>

**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 DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY 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.**

- I. 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.
- II. 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.
- III. The Interview Committee, assigned by the President or designee 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.
- IV. Standardized tests or other valid proficiency testing instruments may be used only to corroborate the result of the minimum proficiency exercises.
- V. **STUDENT COMPLAINT**
  - A. A student who files a complaint regarding the English fluency of an instructor must do so in writing.

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- B. An instructor who is judged proficient by the committee will continue teaching assignments without further action. However, if student complaints continue or the Vice President for Academic and Student Affairs determines a continuing fluency/communication deficiency exists, appropriate actions can be initiated.
  
- C. A permanent (full-time) 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.
  
- D. An adjunct instructor judged deficient by the committee may be terminated immediately.
  
- E. An annual report will be submitted by May 30 of each year to the Commission on Higher Education. The summary report will indicate the total number of student complaints involving faculty English fluency and the resolution of each complaint. The English Fluency Policy will be published in the college catalog each year.