

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	ENGLISH FLUENCY REQUIREMENTS FOR FACULTY EMPLOYMENT	Procedure Number: 3-3-117.1 ATC
Institutional Authority:	Chief Human Resources Officer	
Associated SBTCE Policy/Procedure:	8-2-109; 8-2-109.1	
Governing ATC Policy:	3-3-117	

Approved:



President



Chief Human Resources Officer

Date

Adopted: 08/02/2010

Date

Revised: 02/12/2024

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.

In accordance with SBTCE procedure 8-2-109.1, candidates for full-time and adjunct teaching positions will have their oral and written skills assessed in the following manner:

Applicants for full-time teaching positions:

1. All applicants invited for an interview are required to have their oral and written skills assessed.
2. Prior to the first interview with the committee, the applicant is required to submit to Human Resources a writing assignment addressing a preapproved topic.
3. Human Resources will retain the original writing assignment and will forward a blind copy of the writing assignment to a designated member of the English Department. The representative from the English Department will evaluate the writing assignment using the criteria noted on the assessment form by either marking it as satisfactory or unsatisfactory.

4. The English Department representative will return the assessment form to the Human Resources Office.

The committee chair will assess the candidate's oral skills during the interview and the teaching presentation. The committee chair will evaluate the oral skills using the criteria noted on the assessment form by either marking satisfactory or unsatisfactory.

5. For candidates selected and hired, the assessment will be included in the personnel file. For candidates not selected or hired, the assessment will remain in the Human Resources active files for one year.

Applicants for adjunct/part-time teaching positions:

1. All applicants invited for an interview are required to have their oral and written skills assessed.
2. Applicants invited for an interview are required to submit to Human Resources a writing assignment addressing a preapproved topic.
3. Human Resources will retain the original writing assignment and will forward a blind copy of the writing assignment to a designated member of the English Department. The representative from the English Department will evaluate the writing assignment using the criteria noted on the assessment form by either marking it as satisfactory or unsatisfactory.
4. The English Department representative will return the assessment form to the Human Resources Office.
5. The hiring official will assess the candidate's oral skills during the interview. The hiring official will evaluate the oral skills using the criteria noted on the assessment form by either marking satisfactory or unsatisfactory.
6. For candidates selected and hired, the assessment will be included in the personnel file. For candidates not selected or hired, the assessment will remain in the Human Resources active files for one year.