

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Assessment for Faculty Whose Primary Language is Not English

Regulation and Procedure Number: URP: 02.370

Policy Owner: Academic Affairs

POLICY STATEMENT

Texas Woman's University ("TWU") has established procedures for evaluation of English-language skills of faculty whose primary language is not English in compliance with *Texas Education Code 51.917*.

APPLICABILITY

This policy is applicable to TWU Faculty.

DEFINITIONS

1. "Faculty" means as defined by the Texas Education Code 51.917 "a person who teaches a course offered for academic credit by an institution of higher education, teaching assistants, instructors, lab assistants, research assistants, lecturers, adjuncts, assistant professors, associate professors, and full professors." At TWU, faculty also include clinical faculty, visiting faculty, and adjunct faculty.

REGULATION AND PROCEDURE

I. English Language

The University affirms that all courses, with the exception of those designed to be taught in a language other than English, will be taught in the English language.

II. Assessing Faculty Language Competence

- A. The interview process will serve as an initial means of identifying faculty members who may require further assessment. Assessment of faculty takes place through a validated test of English proficiency and personal interviews. The screening of tenure-track faculty members takes place as

an organized facet of the TWU interview process, which involves not only screening at the academic component level and a formal, oral, public presentation, but also personal interviews with the college dean and others.

- B. Faculty members who can demonstrate that their primary language is English based on country of origin, academic training, or other credible evidence are understood to be excluded from requirements of *Texas Education Code 51.917*.
- C. Faculty hired for the first time and/or hired very close to the beginning of classes should be informed in writing that their positions are contingent upon completing the interview and/or testing process, if required.

III. Program Compliance

- A. Each faculty member whose primary language is not English will be required to present a score specified by the Graduate School for the English proficiency of graduate teaching assistants.
- B. Academic components may require additional standards for communication skills for their own faculty.
- C. Any tenure-track faculty who fails to achieve the required score must engage in a specific program of study until they attain the required score.
- D. Lack of proficiency must be remedied within one year.
- E. Any non-tenure-track faculty (e.g., clinical, lecturer, adjunct, Graduate Teaching Assistant, Graduate Assistant) must attain the required score in order to be hired for additional terms of employment.
- F. The University's program for increasing English proficiency of faculty may include English courses recommended by TWU or individual tutoring. The cost of a course or other expenses related to increasing proficiency will be paid by the faculty member lacking proficiency in English.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

Texas Education Code 51.917

FORMS AND TOOLS

None

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