

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:030	Supersedes Policy Number: 5:030
Date: May 16, 1994	Dated: August 1, 1986
Subject: Oral English Proficiency	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference: 5:02:01:03
Approved: <div style="text-align:right">President: Signature on File</div>	

Oral English Proficiency

English language proficiency is expected for new faculty members and faculty recommended for tenure.

Any departmental recommendation for: (1) hiring a new faculty member, or (2) granting tenure to a current faculty member will be accompanied by PPM Form 5:030:a which attests to the faculty member's ability to:

- a. Speak English clearly,
- b. Write effectively in English,
- c. Understand spoken English, and
- d. Communicate effectively in both written and oral formats appropriate for the academic environment.

No individual shall be appointed to a teaching position or recommended for tenure unless the chief academic officer, being advised by the appropriate dean/director and head of the department/area, communicates in writing to the President regarding the faculty member's proficiency in oral English.

If a recommendation is made for a faculty member to undertake staff development to improve skills in oral English usage, it shall be the departmental chair's responsibility to monitor remediation action and assure that remediation is scheduled and completed by the candidate. Remediation action may include enrollment in a Course in English as a Second Language.

Austin Peay State University

COMMUNICATION PROFICIENCY

- ☐ Considered for new appointment
- ☐ Considered for tenure

Name of Candidate: _____ Date: _____

Department: _____

This will certify that the candidate indicated has the ability to read, speak and understand English adequately, and can communicate effectively in the academic environment, in both written and oral forms of communication.

Signature: _____

Head of Department/Area

Dean/Director

Vice President/Acad. Affs.

In the event that the departmental search and screening committee or tenure committee believes that the candidate is capable of developing to an appropriate level in a reasonable period of time and desires to continue to consider the candidate, proceed with the remediation information below.

☐ Serious consideration be given to the candidate's proficiency in oral English before employment or consideration for tenure status.

☐ Serious consideration be given to the candidate's proficiency in written English before employment or consideration for tenure status.

☐ The candidate must enroll in staff development to improve skills in oral English.

☐ Other

Signature: _____

Head of Department/Area _____

Dean/Director _____

Vice President/Acad. Affs. _____

PPM Form 5:030:a