## PROFESSIONAL DEVELOPMENT

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## FACULTY ENGLISH PROFICIENCY

Procedures for identifying, assessing, and assisting faculty whose primary language is not English are as follows:

- 1. All instructors at the College will complete a statement identifying their primary language. This includes adjunct faculty.
- 2. Each instructor whose primary language is not English will be required to take The Test of Spoken English, an instrument produced by the Educational Testing Service.
- 3. Any instructor who does not achieve a satisfactory score on the test will be required to take one of the following courses:
  - a. ESOL 0917 English for Speakers of Other Languages
  - b. Speech 130 Developmental Speech
  - c. Speech 132 Voice and Diction

The instructor will continue to participate in the learning program until he or she achieves a satisfactory score on the test.

- 4. Cost: The ESOL course is free. Employees may use a college benefit -- one no cost course -- for either of the Speech courses.
- 5. Records of faculty status on this plan will be kept in the Human Resources Department.

FACULTY PROFESSIONAL DEVELOPMENT Procedures for faculty professional development are as follows:

- The Dean of Instruction shall encourage all faculty members to assume the initiative for participating in professional development activities.
- 2. Each faculty member will be responsible for the use of the regular annual professional development and professional travel allotment. Each team will decide how any additional funds are used.
- All professional development activities for which institutional funds are spent will be documented by the faculty members using the funds. Such documentation will be kept on file in each instructional team office.
- 4. Professional development documentation should be in the form of a brief, written statement that explains how the activity helped the faculty member accomplish his or her stated goals for the academic year. Such statements should be accomplished by whatever documentation or presentations the faculty member felt appropriate.