

**Kansas State University
Faculty and GTA Spoken English Competency Assessment Sheet**

Name of Candidate:		Prospective Hire Date:	
Department Name:		Interview Date:	

Faculty - required for all new hires and prospective candidates. Must be attached to PER 38, Appointment Form for new hires. For candidates interviewed, but not hired, PER 20 should be kept on file in hiring department.

1.	Candidate will be appointed to a position that has classroom or laboratory instructional responsibilities and/or direct tutorial or advisement contact?	YES (continue)	NO (STOP)
2.	Candidate is a visiting professor on exchange for one year or less?	YES (STOP)	NO (continue)
3.	Candidate has adequate spoken English language competency as assessed by interview team?	YES (Proceed to Interview Team)	NO (go to #4)
4.	If no, please provide the TSE, SPEAK or TOEFL iBT score. Note that a candidate must achieve a minimum score of 50 on the TSE or SPEAK or a minimum speaking component score of 22 on the TOEFL iBT to be appointed to a position involving teaching or advising without spoken English language remediation. If TSE or SPEAK score is below 50 or TOEFL iBT speaking component score is below 22 or not reported indicate the English remediation courses(s)/program candidate is enrolled in.		
	TSE Score	SPEAK Score	TOEFL iBT (speaking component) Year test was taken:
	Describe the English language remediation courses(s)/program candidate is enrolled in if TSE or SPEAK score is below 50 or TOEFL iBT speaking component score is below 22:		
5.	Complete the Interview Team Section below.		

Graduate Teaching Assistant (GTA) – required for all new hires. Submit with PER 41, Graduate Student Appointment Form for all GTA's whose first language is not English.

1.	Candidate's first language is:	English (STOP)	Not English (continue)
2.	If first language is not English a TSE, SPEAK or TOEFL iBT score is required. NOTE: Candidates must have a minimum score of 50 on the TSE or SPEAK or a minimum speaking component score of 22 on the TOEFL iBT to be eligible for a GTA appointment without spoken English language remediation.		
	TSE Score	SPEAK Score	TOEFL iBT (speaking component) Year test was taken:
3.	Candidate must also be interviewed to have spoken English assessed.		
	Candidate has adequate spoken English language competency as assessed by interview team? (Complete Interview Team Section Below)	YES	NO
4.	If yes AND minimum score is achieved, student may be appointed to a teaching GTA appointment.		
5.	If no OR if minimum score is NOT achieved, check one of the following:		
	To be appointed to position that will not involve teaching responsibilities or other assignments with student contact.		
	To be appointed to a teaching GTA position WITH an approved remediation course/program plan from the English Language Program (ELP) Office. Attach a copy of the GTA Spoken English Remediation Course/Program Approval Request (PER 20A) that includes the conditions that allow the student to be in the classroom. <i>(The PER 20A must accompany this form before student can be entered into HRIS).</i>		

INTERVIEW TEAM [Comprised of two institutional representatives and one student (undergraduate or graduate)]

	Name (printed)	Signature
Institutional Representative		
Institutional Representative		
Student Representative		

Kansas State University
Instructions for
Completing PER 20, Faculty and GTA Spoken English Competency Assessment Sheet

Name of Candidate: Enter name of prospective candidate
Prospective Hire Date: Enter date of prospective hire
Department: Enter name of hiring department
Interview Date: Date candidate was interviewed and spoken English assessed

Faculty – PER-20 required for all new hires and prospective candidates. For new hires the PER 20 must be submitted with PER-38, Appointment Form. For candidates interviewed, but not hired, the PER 20 should be kept on file in the hiring department.

Kansas Board of Regents (BOR) regulations require that all prospective full-time and part-time faculty, excluding visiting professors on exchange for one year or less, having classroom or laboratory instructional responsibilities and/or direct tutorial or advisement contact, other than for courses or sessions conducted primarily in a foreign language, must have their spoken English language competency assessed prior to employment.

As part of the hiring process all candidates must be interviewed by three institutional representatives, one of whom must be a student (undergraduate or graduate). Signatures must be obtained from all three representatives. For candidates interviewed, but not hired, the PER 20 should be kept on file in the hiring department.

Prospective faculty (as defined above) found to be potentially deficient in speaking English, as determined by the interview team, shall be required to achieve a minimum score of 50 on the Test of Spoken English (TSE) or the Speaking Proficiency English Assessment Kit (SPEAK), or a minimum score of 22 on the speaking component of the internet based Test of English as a Foreign Language (TOEFL iBT) to be eligible for an appointment without spoken English language remediation conditions.

For the candidate hired, a record of the institutional representatives' names and signatures, along with the TSE, SPEAK or TOEFL iBT speaking component score, if applicable, must be included with the Appointment form (PER-38).

1. **Mark "YES" if candidate will be appointed to a position that has classroom or laboratory instructional responsibilities and/or direct tutorial or advisement contact then continue to #2. If not, mark "NO" and proceed no further.**
2. **Mark "YES" if candidate is a visiting professor on exchange for one year or less. If not, mark "NO" and continue to #3.**
3. **If candidate has adequate spoken English language competency as assessed by the interview team mark "YES" and proceed to the Interview Team section. If not, mark "NO" and go to #4.**
4. **Provide the TSE, SPEAK or TOEFL iBT speaking component score as well as the year the test was taken. If the TSE or SPEAK score is below 50 or the TOEFL iBT speaking component score is below 22 or a score is not reported, describe the English language remediation course/program in which the candidate is enrolled. NOTE: Candidates that do not achieve the minimum score on one of these tests must not be appointed to a position involving teaching or advising without spoken English language remediation. Proceed to #5.**
5. **Complete the Interview Team Section.**

Graduate Teaching Assistant (GTA) – required for all new hires. PER 20 must be submitted with PER-41, Graduate Student Appointment Form for all GTAs whose first language is not English.

Kansas Board of Regents regulations require that all prospective graduate teaching assistants shall have their English competency assessed prior to being considered for any employment having classroom or laboratory instructional responsibility and/or direct tutorial responsibilities.

If the candidate's first language is **not** English he/she must be interviewed by three institutional representatives, one of whom must be a student (undergraduate or graduate). Signatures must be obtained from all three representatives. In addition, a Test of Spoken English (TSE) or the Speaking Proficiency English Assessment Kit (SPEAK) or the internet based Test of English as a Foreign Language (TOEFL iBT) is required. Candidates must have a minimum score of 50 on the TSE or SPEAK or a minimum speaking component score of 22 on the TOEFL iBT to be eligible for a GTA appointment without spoken English language remediation.

A record of the institutional representatives' name and signatures along with the TSE, SPEAK or TOEFL iBT speaking component score must be included with the Graduate Student Appointment Form (PER 41).

1. **Indicate candidate's first language. If first language is "English" no need to continue.**
2. **If first language is "Not English" continue by inserting TSE, SPEAK or TOEFL iBT speaking component score as well as the year the test was taken and proceed to #3.**
3. **Candidate's English proficiency must also be assessed by an interview team. The Interview Team section must also be completed.**
 - a). **If the candidate has adequate spoken English language competency as assessed by the interview team mark "YES"**
 - b). **If not, mark "NO".**
4. **If you marked yes in #3 AND the minimum score is achieved, then you may appoint the candidate to a teaching GTA position.**
5. **If you marked no in #3 OR the candidate's minimum score is not achieved, then select one of two options:**
 - Option 1) To be appointed to position that will not involve teaching responsibilities or other assignments with student contact, or**
 - Option 2) To be appointed to a teaching GTA position WITH an approved remediation course/program plan from the English Language Program Office. With this option a copy of the GTA Spoken English Remediation Course/Program Approval Request (PER 20A) must be attached. The Per 20A outlines the conditions that allow student to be appointed as a teaching GTA if minimum score is not achieved. (The PER 20A must be attached before the student can be hired as a GTA with teaching responsibilities or other assignments that require interaction with students).**

Interview Team

The Interview Team is to be comprised of two institutional representatives and one student (undergraduate or graduate) representative. Indicate the printed name of each representative and have each representative sign in the appropriate box.

Questions

Spoken English Requirements contact the Office of Planning and Analysis, 532-5712.

Questions regarding the PER 20 form contact the Division of Human Resources, 532-6277.