

MEMORANDUM

To: Departmental Personnel Specialists

From: Frieda Beat
Payroll & Employee Data

Date: June 8, 2005

Subject: New Policy Changes on Spoken English Language Competency
Evaluation

On May 12, 2005 the Office of the Provost sent information to the Deans and Department Heads outlining new policy changes that the Kansas Board of Regents (BOR) approved effective January 20, 2005 on Spoken English Language Competency of Faculty and Graduate Teaching Assistants. The BOR regulations require that all prospective full-time and part-time faculty and Graduate Teaching Assistants (GTAs), excluding visiting professors on exchange for one year or less, having classroom or laboratory instructional responsibilities and/or direct tutorial 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.

To accommodate the new directives, our office has revised the Appointment Form (PER-38) for unclassified hires and the Graduate Student Appointment Form (PER-41). In addition, a new section “[.075 Spoken English Competency](#)” has been added to PPM Chapter 4650, Unclassified Employee Personnel Actions.

Faculty Appointments

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. A [Faculty and GTA Spoken English Competency Assessment Sheet \(PER-20\)](#) form is available for use by the interview team in assessing the Spoken English Language competency of each candidate.

Prospective faculty found to be potentially deficient in speaking ability, 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) 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 or SPEAK score, if applicable, must be included with the Appointment Form (PER-38). This information will be tracked for the BOR and reported every other year.

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For all new Fall 2005 faculty hires, the completion of the Spoken English Competency section will be required. One of the options must be selected.

- Option one is to be completed if, by interview, the employee has been determined to have adequate Spoken English Competency. Printed names and signatures of two institutional representatives and one student, as well as the interview date must be completed. Note: If unable to obtain signatures at time of hire, the PER-20 may be attached.
- Option two is to be completed if the employee has been found to be potentially deficient in speaking ability, but has taken the TSE or SPEAK and achieved a score of at least 50. Indicate the score and year taken.
- Option three is to be completed if the employee will be appointed in a position that will not involve teaching or advising responsibilities or is a visiting professor on exchange for one year or less.

Graduate Teaching Assistants

The Spoken English Assessment section on GTAs has been updated on the Graduate Student Appointment Form (PER-41) to meet the new BOR policy changes. This section is required for all new GTA hires and one of the options must be selected.

- For GTAs whose first language is not English and have classroom or lab instructional responsibilities, the first option of the section must be completed. Both a TSE or SPEAK score of at least 50 is to be indicated as well as the signature of two institutional representatives and one student who have interviewed the GTA to assess his or her spoken English competency.
- The second option is for GTAs whose first language is not English and their appointment does not involve teaching responsibilities.
- The last option is for those whose first language is English.

Questions may be referred to me at frieda@ksu.edu or 785-532-1884.