

## Charles E. Schmidt College of Medicine Administrative Policies

<b>Subject:</b> Oral Proficiency
<b>Effective Date:</b> July 10, 2014
<b>Supersedes:</b> COM Administrative Policies Initially Adopted February 28, 2007; amended June 1, 2009; September 30, 2010; January 19, 2011; June 12, 2012; May 10, 2013; July 10, 2014.
<b>Responsible Authority:</b> Associate Dean for Faculty Affairs

### **Policy Statement:**

Florida Statute 1012.93 requires that all faculty members in each state university, other than those who teach courses that are conducted primarily in a foreign language, be proficient in the oral use of English, as determined by a satisfactory grade on the “Test of Spoken English” of the Educational Testing Service or a similar test.

If a supervisor has reason to believe that faculty member involved in classroom instruction, other than in courses conducted primarily in a foreign language, is deficient in English oral language skills, the supervisor shall make provisions for the faculty member to be tested in accordance with appropriate procedures and examinations for testing such skills. No reference to an alleged deficiency shall appear in the annual evaluation or in the personnel file of a faculty member who achieves a satisfactory examination score determining proficiency in oral English. (English as a Foreign Language (TOEFL): 173 computer based, 500 paper based; or the International English Language Testing System (IELTS): 6.0 band score).

Faculty who score below a minimum score on an examination established for determining proficiency in oral English shall be assigned appropriate non-classroom duties for the period of oral English language instruction provided by the University unless during the period of instruction the faculty member is found, on the basis of an examination specified above, to be no longer deficient in oral English language skills. In that instance, the faculty member will again be eligible to assignment to classroom instructional duties and shall not be disadvantaged by the fact of having been determined to be deficient in oral English language skills.

It is the responsibility of each faculty member who is found to be deficient in oral English language skills by virtue of scoring below the satisfactory score on an examination established for determining such proficiency to take appropriate actions to correct these deficiencies. To assist the faculty member in this endeavor, the University shall provide appropriate oral English language instruction without cost to such faculty members for a period consistent with their length of appointment and not to exceed two consecutive semesters. The time the faculty member spends in such instruction shall not be considered part of the individual assignment or time worked, nor shall the faculty member be disadvantaged by the fact of participation in such instruction.

If the University determines, that one or more administrations of a test to determine proficiency in oral English language skills is necessary, in accordance with this section, the University shall pay the expenses for two administrations of the test. The faculty member shall pay for additional testing that may be necessary.