



ACADEMIC FREEDOM & INSTRUCTIONAL MATERIALS POLICY

Cultural Center for Language Studies

CCLS shall perform an annual review of texts, software, and courseware for all programs to ensure all materials are up-to-date and appropriate to the program's sequence of performance levels. CCLS' instructional materials address the cultural diversity and differences in learning styles among the institution's population.

Procedure:

1. Teachers are asked to offer their suggestions and comments regarding course materials during the semi-annual meetings. Our Teacher Survey asks for teachers to formally report on their experience with the course materials.
2. At least once a year, the school Director and Academic Coordinator meet to discuss course materials. Teacher suggestions are incorporated as per the discretion of the school Director. Recommendations for updating and revising course texts are made at this time.
3. Final recommendations for selection of materials are made by the school Director and are approved by the President.
4. If applicable, budgetary obligations should be considered prior to approval. All expenses will be approved by the School Director and the President.

Academic Freedom is encouraged by management to affirm the right of faculty and staff to hold and express opinions, to seek change, to ask questions, and to freely investigate information that impacts training. All instructional materials utilized at the institution must:

- adhere to the syllabi, course outlines, and curriculum;
- encourage the free, responsible expression of all points of view;
- recognize and respect the rights of all opinions;
- promote a free exchange of ideas;
- foster an atmosphere of mutual respect for diverse perspectives and by no means exclude students from discussion based upon their race, gender, color, national origin, religion, sexual orientation, age, political affiliation, veteran status, disabilities, or any other protected status.

Teacher-Made Instructional Materials are welcome at CCLS with the following restrictions:

- Teachers are advised against pursuing controversial topics such as religion, sex, and politics.
- Supplemental materials that are not inherent to the curricula should not be used as criteria of evaluation, especially on exams.
- Teachers are encouraged to develop and use supplemental materials; however, they must submit their materials for approval to the school's Director one day in advance.