

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Oral and Written English Proficiency****EFFECTIVE DATE: 2002 Summer Semester; Revised February 9, 2023****Purpose**

The purpose of this policy is to ensure that faculty employed by Southwest Tennessee Community College (“Southwest” or “the College”) possess the level of English language knowledge and skills necessary to impart knowledge on students who are English learners with the goal of guiding them to academic success.

Policy

The ability to communicate effectively is an essential skill necessary for faculty to perform successfully. The Tennessee Board of Regents (TBR) requires Southwest to assess the English proficiency of all candidates for faculty positions, including part-time and adjunct faculty, to determine their adequacy for the direct instruction of students.

No individual shall be appointed to a teaching position or recommended for tenure in such a position unless the Vice President of Academic Affairs has certified that the individual can communicate effectively with students in the English language.

Minimum criteria for evaluation of English proficiency are the ability to:

1. clearly speak and write using English;
2. understand written and spoken English; and
3. communicate effectively in an academic environment (for example, previous successful employment in at academic institution.)

The Vice President of Academic Affairs may appoint deans and department chairs as designees to determine oral and written English proficiency. The Vice President of Academic Affairs or designee must certify the candidate’s English proficiency through:

1. The interview process (A teaching demonstration may be a part of this process); or
2. A holistic writing activity administered by the Vice President of Academic Affairs or designee.

Verification of oral and written proficiency will become a part of the faculty member’s personnel record.

* This policy was formerly policy number 2:06:01:00/37 in Section 2 (Academic Affairs) of the policy manual. It was revised and moved to Section 5 (Human Resources) during the spring of 2023.

The foregoing criteria are to be used strictly as a measure of a candidate's ability to communicate effectively as an instructor and shall not be utilized to arbitrarily disqualify applicants.

If assistance is needed to bring an existing faculty member into compliance with this policy, the Office of Human Resources must be immediately notified via email at myHR@southwest.tn.edu.

Responsible
Source of Policy: n/a

AVP of Human Resources and
Administrator: VP of Academic Affairs

TBR Policy Reference: 5.02.01.03

Related Policy: 5:01:00:00/20

TBR Guideline Reference: _____

Approved: _____
President

Date: February 9, 2023