

Policy

Communication Proficiency

DCB.609

EFFECTIVE DATE: November 2017 Revised: February 2025

Source: [SBHE Policy Manual Section 600](#)

Policy

By SBHE Policy 609, Communication Proficiency, DCB has adopted the following institutional policy.

Purpose

DCB has adopted the following policy requiring the demonstration of English language proficiency for all employees in an instructional capacity.

Process - New Faculty and Other Instructional Staff

A minimum qualification for any faculty vacancy announcement will include proficient oral and written English communication skills. Every search committee will follow the procedures below when evaluating written and oral English communication proficiency of candidates for instructional positions.

a. Validating written English communications proficiency

Candidates who are formally interviewed must provide materials suitable for evaluating written English communication proficiency. Such materials will include the letter of application and may also include samples of written work at the discretion of the search committee. In addition, the search committee may request letters of reference that assess the candidate's communication skills. Vacancies for which a search committee is formed will use categories of excellent, satisfactory, or unsatisfactory in evaluating written English communication proficiency. An average rating of satisfactory is considered to be the minimum qualification.

b. Validating oral English communication proficiency

In addition to the interview, candidates for instructional positions may be asked to make a verbal presentation for the purpose of evaluating oral English communication proficiency. Vacancies for which a search committee is formed will use categories of excellent, satisfactory, or unsatisfactory in evaluating written English communication proficiency. An average rating of satisfactory is considered to be the minimum qualification.

Improvements in English Communication Proficiency

Each DCB faculty member will be evaluated annually for English communication proficiency by the Associate Dean for Academic Affairs. Tools used to evaluate English communication proficiency include but are not limited to teaching observations and student evaluations. Based on the results of the evaluation, the Associate Dean for Academic Affairs may recommend the following to improve communication proficiency:



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- Mentoring and/or
- Professional development and programming to improve articulation and other oral and written proficiency skills.

Registration of Concerns

The resolution of conflicts concerning English communication proficiency is best resolved as close to the source as possible. Students are urged to contact the instructor to discuss concerns. If the conflict cannot be resolved at this level, the student may meet with the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs must respond and take appropriate action within 5 days of receiving a formal student complaint.

Notice of this policy and the complaint process will be included in the student handbook and will also be covered in freshmen orientation.

Policy Review

This policy will be reviewed for effectiveness and provide reports to the SBHE upon request.