

Communications Proficiency

STATUTORY REFERENCE: Section 15-10-13.1, N.D.C.C.

Section 15-10-13.1, N.D.C.C. requires that any person serving in an instructional capacity at a state institution of higher education exhibit English language proficiency.

POLICY SOURCE: Section 609. Communications Proficiency, SBHE

I. Employment Process

A. Full-time Faculty with classroom teaching responsibilities.

1. All candidate searches shall require submission of writing samples (specific items to be determined by the hiring committee as are appropriate to the particular field of inquiry). The committee shall provide a statement to the Vice President for Academic Affairs (VPAA), for inclusion in the hired candidate's file, that the committee does not question the written-English proficiency of the hired person.
2. All candidates for full-time positions involving classroom responsibilities must give an oral presentation to a gathering of faculty, staff, and students. Students with majors and minors in the area of the candidate's field should be encouraged to attend. The reaction form, to be filled out by the attending persons, shall include a question concerning the candidate's oral-English proficiency. Special attention shall be paid to the concerns of students on this question. The committee shall provide a statement to the VPAA, for inclusion in the hired candidate's file, that the committee does not question the oral-English proficiency of the hired person.

B. Part-time Faculty with classroom teaching responsibilities.

1. Part-time faculty often are not hired through an open search process. The department or division responsible for making the decision to hire them shall assess their proficiency in English. A statement attesting to their proficiency shall be filed with the VPAA for inclusion in the person's file.
2. There should be student representation in this hiring process. The opinion of the student(s) involved shall be noted in the above statement.

II. Continuous Improvement in Communication Proficiency

The evaluation by students and chairs of all faculty shall include questions seeking assessment of the verbal and written communication skills displayed by the faculty member. The appropriate division chair shall assess all such data for the division, and the VPAA shall assess all such data for the university. They shall make recommendations to individual faculty if developmental work related to English proficiency is required.

The Library shall provide appropriate video and audio materials for faculty development related to English proficiency.

III. Mechanism for Registration of Concerns

The Faculty Association and Senate are responsible for this policy. All problems of a policy nature should be brought to their attention through the President of the Association/Senate. Non-policy related problems should be brought to the attention of the Equal Opportunity Officer.

IV. Policy Review Process

The Faculty Association shall review this policy whenever relevant issues are raised within the campus community.

V. Section 504, Rehabilitation Act of 1973 and Americans with Disabilities Act Compliance and Procedures

1. The Mayville State University Equal Opportunity Officer shall be responsible for informing all search committees and persons of their responsibilities under these acts.
2. The Mayville State University Equal Opportunity Officer shall monitor all hiring processes to ensure compliance with these acts.

Adopted: April 25, 1994

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs and Faculty Association