



OFFICE *of*  
HUMAN RESOURCES

EAST TENNESSEE STATE UNIVERSITY

## Evaluation of Oral and Written English Proficiency

The Senate Joint Resolution 211 adopted by the 1984 General Assembly seeks assurance that all faculty at Tennessee Board of Regents' institutions are proficient in oral and written English. TBR policy 5:02:01:03 requires each institution to establish written procedures for review and evaluation of the English language competency of candidates for appointment to or tenure in a teaching position. In compliance with this policy, ETSU has established the following procedures:

- A) All candidates must be assessed, as part of the employment interview process, for their ability to speak and write English clearly, understand spoken and written English, and communicate effectively in an academic environment.
- B) Search committees may seek further demonstration of communication proficiency by requiring candidates to make oral presentations. If committees choose this option, they must require oral presentations of all candidates participating in on-campus interviews. Candidates will make brief oral presentations, followed by discussions with students. The presentations and discussions should be observed by at least one member of the search committee, preferably the chair, and one representative of the dean's office, each of whom will assess candidates' effectiveness in communicating with students. These written assessments will become part of the materials in candidates' application folders.
- C) If candidates are required to make such presentations, they must be notified of this requirement in writing as part of the search process. Such notice should also make clear the purposes of the presentations.
- D) For every recommendation for appointment, the dean must provide a written statement on the findings of language assessments and a verification of the candidate's oral and written English proficiency.
- E) The Vice President for Academic Affairs or Health Affairs, as appropriate, must include a statement in every recommendation for appointment form stating: "I certify that (Name) is qualified to perform all duties of this position, is competent in the use and understanding of spoken and written English and can communicate effectively in an academic environment." (Signed vice president)

Source: Academic Council, May 3, 2001.