

## **609.1 - Communication Proficiency**

### **Purpose:**

This procedure is designed to be consistent with Section 15-10-13.1 of the North Dakota Century Code and SBHE Policy 609 – Communications Proficiency, which states that “each institution shall establish a process for verifying communication skills, including written English language proficiency and the ability to speak English clearly and with good pronunciation, of all personnel whose appointments include classroom instruction.” The process includes procedures ensuring compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) and prohibits discrimination against a qualified individual with disabilities. The process guarantees protection against discrimination in violation of other rights protected under federal and state constitutions or laws and Board policies to the best of the institution’s ability.

Any communication difficulty caused by a physical or mental impairment or disability is subject to standard ADA procedures. If the communication impairment or disability interferes with student learning and becomes the subject of student complaints, reasonable accommodation(s) may be provided, in accord with BSC and SBHE policies, as appropriate.

The Communication Proficiency Procedure will be included in the BSC Faculty Handbook and Student Handbook.

### **Procedure:**

#### **Employment Process for full-time faculty:**

1. Prior to employment, the communications proficiency of the finalists in the applicant pool will be determined through the following methods:
  - a. All candidate searches shall require submission of writing samples (specific items to be determined by the hiring committee as appropriate to the particular field of inquiry). A prospective instructor’s written communication skills will be assessed on the basis of the application packet (i.e., Statement of Teaching Philosophy) and correspondence received during the search process. Search committee members will indicate their evaluation of the candidate’s proficiency and ability to communicate in writing on the written communication portion of the Interview Evaluation form.
  - b. All interviewed candidates for full-time faculty positions involving teaching responsibilities must give an oral presentation as part of the interview process. The assistant dean shall complete the communication proficiency form or verify



by email for inclusion in the hired candidate's personnel file, that the committee does not question the oral English proficiency of the hired person.

- c. A regular contract may not be offered until the assistant dean provides a written statement of communication proficiency for the position opening and the applicant's file.
2. Part-time (adjunct) faculty with teaching responsibilities.
  - a. Part-time faculty sometimes are not hired through an open search process. The department responsible for making the decision to hire them shall assess their oral and written English proficiency based on the application materials. A telephone or in-person interview is required for all individuals who will be involved in classroom instruction to ensure adequate communication skills. The assistant dean shall complete the communication proficiency verification form for inclusion in the hired candidate's file, indicating that there are no concerns regarding the candidates oral English proficiency .

### **Improvement in Communication Proficiency Process**

If a communication proficiency concern is identified during the evaluation process by student(s) and/or assistant dean, the appropriate assistant dean shall make recommendations in consultation with the appropriate Academic Dean as to whatever action is deemed necessary to address the concerns and will implement the recommended action with the identified faculty member. Faculty falling into this category will be assigned a mentor/coach to improve the quality of communication.

At any time during the academic year, if a student is having problems with the language proficiency of an instructor, that student may visit with the faculty member's assistant dean without fear of repercussions by the faculty member. Students affected by the communications proficiency procedure may register concerns related to the provisions of this procedure with the appropriate Assistant Dean. The assistant dean, in consultation with the appropriate Academic Dean, will recommend whatever action is deemed necessary to address the concerns and will implement the recommended action. If the matter is not resolved, the student may request that the appropriate Academic Dean consults with the Vice President for Academic Affairs.

### **References:**

[SBHE Policy 609 Communications Proficiency](#)  
[North Dakota Century Code Section 15-10-13.1](#)



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### History of This Procedure:

First procedure: August 23<sup>rd</sup>, 2005. Reviewed October 20<sup>th</sup>, 2009; reviewed by the Operations Council on October 23<sup>rd</sup>, 2013, and approved by the Executive Council on October 30<sup>th</sup>, 2013; August 4<sup>th</sup>, 2014; September 8<sup>th</sup>, 2016; approved by the Faculty Senate April 4<sup>th</sup>, 2019, reviewed by the Operations Council on May 8<sup>th</sup>, 2019, and approved by the Executive Council on May 23<sup>rd</sup>, 2019

Converted to Operational Procedure: July 31, 2025. Approved by Interim VPAA, Alicia Uhde on July 31, 2025