



<b>DIVISION</b>	<b>ADOPTION DATE</b>
IV Instruction and Curriculum	01/1988
<b>POLICY NAME</b>	<b>REVISIONS</b>
04.03.00 Oral English Proficiency	Revised: 08/1993, 05/2017, 12/2021

04.03.00      ORAL ENGLISH PROFICIENCY

The Board of Trustees (Board) of Joliet Junior College (College), Illinois Community College District No. 525, hereby declares its intention to comply with the Illinois Public Community College Act [110 ILCS 805/3-29.2], which requires the College, “to assess the oral English language proficiency of all persons providing classroom instruction to students at each community college and campus thereof under the jurisdiction, governance or supervision of the board, and to ensure that English language proficiency be attained prior to providing classroom instruction to any students except those enrolled in foreign language courses.”

An assessment of the effectiveness of the use of oral English is made first during the process of hiring new faculty who will provide classroom instruction by asking those who participate in hiring to assess candidates’ communication skills. This determination can be accomplished in a number of ways; e.g., formal interviews, personal conference with the Department Chair or Dean, assessment of candidates by colleagues within the academic unit, and/or teaching demonstrations. Deans, or the equivalent hiring authority, must provide an opinion regarding oral English proficiency of newly-hired faculty. Determination of Oral English Proficiency will be indicated by checking the appropriate box on the VACCT Verification of Academic Credentials for College Teaching form which will be maintained by the Human Resources Department.

Primary responsibility for assessing oral English proficiency of faculty will ordinarily reside at the departmental level, with the Department Chair undertaking individual assessment and certification.

In the event that the faculty member is not certified as proficient, the Department Chair will recommend an appropriate course of action to the appropriate Dean. The Dean will discuss those actions with the faculty member and official remediation will be assigned. The time the faculty member spends participating in oral English proficiency improvement activities shall not be considered part of the faculty member's assignment (teaching load, release/reassigned time, overload, etc.).