

Rock Valley College

Oral English Proficiency

RVC Administrative Procedure (3:10.080)

Purpose

Rock Valley College believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to the College. In hiring the most qualified candidates for open positions the candidate should be proficient in the English language, and this procedure should be followed. In accordance with Section 3-29.2 of the [Illinois Public Community College Act \(110 ILCS 805/3-29.2\)](#), Rock Valley College will assess the oral English proficiency of all individuals assigned to provide classroom instruction. This procedure ensures that instructors can effectively communicate with students in an instructional setting.

Definition

English proficiency in the workplace is defined as the demonstrated ability to read, write, speak, and comprehend English at a level necessary to perform essential job functions effectively. This includes the capacity to:

- Understand and follow written and verbal instructions.
- Communicate clearly and professionally with colleagues, supervisors, students, and/or the public.
- Read and interpret workplace documents, policies, and procedures.
- Produce written communication that is accurate, clear, and appropriate for the workplace.

Employees are expected to possess sufficient English proficiency to ensure safe, effective, and professional performance of their duties.

Scope

This procedure applies for instructional positions, including full-time faculty, temporary full-time faculty, and adjunct faculty.

Job Postings

HR will create job postings in the English language that describe the essential duties and responsibilities. All job openings will be posted concurrently on the college's website and externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled unless otherwise instructed. The HR department will be responsible for tracking all applicants and retaining applications and resumes as required.

Applicants

All applicants for an open position will be considered based on their qualifications and ability to perform the job successfully. All applications and supporting materials are to be submitted in English.

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Interview Process

During the interview stage, the search committee will assess the interviewee on their English proficiency by asking them interview questions. In most instances faculty applicants are required to complete a teaching demonstration in English on their related field of teaching. For faculty who are teaching a foreign language, it will be requested that they submit the teaching demonstration in the said language.

Reference/Implemented: BR 6861 (February 28, 2012)

Revised: November 26, 2025