

## STATEMENT OF PROFICIENCY IN ORAL AND WRITTEN COMMUNICATION

The department is expected to make use of telephone interviews, conversations with the candidate, and the candidate's oral presentation to ensure that the candidate is proficient in oral communication in the language in which assigned courses will be taught.

All candidates whose native language is not English must submit evidence that they have received a score of 550 or better on the TOEFL examination. The department should also use its review of written materials submitted by the candidate to ensure that the candidate is proficient in written communication in the language in which assigned courses will be taught.

**Please describe below the process that was used to determine the candidate's proficiency in oral and written communication in the language in which assigned courses will be taught.**

In cases where the required language is English, if a department cannot stipulate that a candidate is proficient, that candidate will be hired only on the condition that he or she receive instruction in English as a second language.

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Date

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Chair's Signature