

Standard Administrative Procedure (SAP)

12.05.99.J1.01 Training for English Proficiency

Approved: August 25, 2026

Next Scheduled Review: August 25, 2031

Procedure Summary

System Policy 12.05, *Training for English Proficiency*, requires that A&M member institutions provide necessary training for faculty members to reach English proficiency. In keeping with this policy, A&M-Victoria has established the following procedures.

Procedure

1. ENSURING THAT EACH FACULTY MEMBER IS PROFICIENT IN THE ENGLISH LANGUAGE
 - 1.1 The Office of the Provost will provide a copy of System Policy 12.05 and this procedure to Deans and Department Chairs at the beginning of each academic year.
 - 1.2 Each individual who is assigned to chair a search committee for a vacant faculty position will be provided with a copy of System Policy 12.05 and this procedure to discuss with the committee before any screening activities are conducted.
 - 1.3 Screening matrices used by search committees (for all faculty searches) will include two items:
 - (a) “Candidate demonstrates proficiency in written English, as evidenced by submitted materials (e.g., cover letter, CV)”
 - (b) “Candidate demonstrates proficiency in spoken English, as evidenced through interviews conducted by the search committee”
 - 1.4 If feedback is solicited from those who attend an oral presentation related to a candidate’s research or a teaching demonstration, attendees will be invited to provide feedback related to the candidate’s English proficiency.
2. ESTABLISHING A PROGRAM OR SHORT COURSE TO ASSIST FACULTY MEMBERS BECOME PROFICIENT IN THE USE OF ENGLISH

- 2.1 The Center for Teaching and Learning Excellence (CTLE) at A&M-Victoria will develop a short course to promote English proficiency among faculty.
 - 2.2 That course will be provided/facilitated free of charge to any A&M-Victoria faculty member who requests it.
 - 2.3 In the event that questions of English proficiency arise (through student feedback or annual performance reviews), the Dean or Department Chair may require a faculty member to demonstrate successful completion of the course.
3. ASSIGNING THE COST OF THE COURSE
 - 3.1 The English proficiency course administered by A&M-Victoria's CTLE will be provided free of charge to any A&M-Victoria faculty member.
 - 3.2 If additional remediation or training is required, beyond the scope of the CTLE course, those costs will be borne by the faculty member.
 - 3.3 If, following the completion of the CTLE course, the Dean or Department Chair determines that further evaluation of English proficiency is necessary (e.g., taking a standardized test like those provided by Educational Testing Service), that cost will be borne by the faculty member.

Related Statutes, Policies, or Requirements

[System Policy 12.05, *Training for English Proficiency*](#)

[Tex. Educ. Code § 51.917](#)

Contact Office

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