

MCDOWELL TECHNICAL COMMUNITY COLLEGE
POLICIES & PROCEDURES ACKNOWLEDGEMENT
/COMMUNICATION PROFICIENCY OF FACULTY:

I, _____, a new hire with McDowell Technical Community College hereby certify that I will implement all policies and procedures set forth in the MTCC Employee Procedures Manual. I acknowledge that copies of this manual are provided in my related department area, the MTCC web site and the library for employee reference and use.

Employee's signature

date

FACULTY ONLY:

In addition, _____ was judged at the time of hiring to have proficient oral and written communication skills in the language in which he or she would be teaching courses at MTCC. This judgement was based on the written application and resume submitted by the instructor and on oral responses given during the interview process. Interview committees may use other means to verify these skills. This is further documented for full-time faculty by the Selection Committee Interview form.

Supervisor's signature

date