

Guidelines for Collaborators Teaching Program Specific TXST Courses

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Accreditation Alignment Note: Effective September 1, 2026, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will officially transition to operate under the public-facing trade name The Commission on Colleges and Universities (hereafter referred to as "The Commission").

Concurrently, The Commission is undergoing a comprehensive review and revision of its core Principles of Accreditation. Because the finalized numbering structure and specific wording of the new standards are still pending official release, all references to institutional faculty credentials within this document are temporarily marked with the boilerplate placeholder [Insert Applicable Standard, e.g., Standard 6.2.a]. All placeholders will be updated to match the finalized numbering system immediately upon formal publication by The Commission.

1. Operational Timeline

Below is an overview of the key milestones in the Collaborator recruitment and credentialing process.

TIMELINE	Responsible Party	ACTION
6 Months Prior	Elisia Education Hub	Elisia Education Hub publishes job postings based on TXST's Academic Unit Faculty Qualifications policy aligned with The Commission on Colleges and Universities.
3-4 Months Prior	Elisia Education Hub	Elisia Education Hub recruits and selects candidates with input from the TXST Academic Unit.
2 Months Prior	TXST Academic Unit	Joint review of collaborators qualifications. Elisia Education Hub extends tentative offer. TXST Unit submits initial TXST Mexico Collaborator Review Form to Faculty and Academic Resources (FAR). Elisia Education Hub verifies official transcripts/evaluations are ordered and in route.
1-2 Months Prior	Collaborators / FAR	Collaborators submit official transcripts/evaluations to FAR. While waiting for documents to arrive, the TXST Academic Unit secures the SAP position number, and requests a temporary SSN. Upon receipt of temporary SSN, a NetID Request should be submitted.
1 Months Prior	TXST Academic Unit	Once notified of the live Banner flag, the TXST Academic Unit submits the e-PCR workflow and schedules the section in CourseLeaf (CLSS).
Before Term Begins	Elisia Education Hub & TXST Academic Unit	Collaborator completes onboarding, cybersecurity training, and HB 2504 uploads.

2. Selection Framework

TXST Academic Unit Institutional Mandates:

- Provide Elisia Education Hub with a written description of the minimum qualifications for each teaching assignment, including required faculty credentials, experience, and professional accomplishments (see **Section 3**).

Elisia Education Hub Operational Responsibilities:

- Identify and recommend Collaborators based on criteria provided by the relevant TXST Academic Unit (see **Section 3**).
- Ensure recruitment activities align strictly with TXST academic and credentialing standards.

Important Note: Collaborators are not TXST employees; they are employed and managed through Elisia Education Hub. However, courses taught by Collaborators at Elisia Education Hub are official TXST courses and appear as such on official transcripts. Because these courses are institutional credit rather than transfer credits, specific guidelines are required to ensure academic quality of the courses and compliance with the standards promulgated by TXST's applicable accrediting agencies.

3. Qualification Requirements

TXST Academic Unit Institutional Mandates:

1. **Provide Policy Alignment:** Supply the official Academic Unit Faculty Qualifications policy (aligned with The Commission on Colleges and Universities policy on faculty qualifications [Insert Applicable Standard, e.g., Standard 6.2.a] formerly SACSCOC), explicitly outlining minimum degree levels, required fields of study, and mandatory licensures or certificates.
2. **Define Experience Parameters:** Establish clear parameters for required professional experience (e.g., teaching years, research background, or industry accomplishments).

Elisia Education Hub Operational Responsibilities:

- **Align Postings:** Develop and align all employment postings around the specific TXST Academic Unit's Faculty Qualifications policy.
- **Maintain Communication:** Maintain tight communication lines with TXST Academic Units throughout the recruitment process to maintain academic integrity and consistency with institutional policies.

4. Recruitment and Selection Process

Elisia Education Hub Operational Responsibilities:

- **Post Advertisements:** Publish job advertisements that align with the TXST Academic Unit's Faculty Qualifications policy and clearly outline qualification requirements.
- **Conduct Screenings:** Execute initial screening and candidate interviews, incorporating active feedback loops from the TXST Academic Unit.

TXST Academic Unit and Elisia Education Hub Joint Workflow (Qualification Check):

- **Review Credentials:** TXST Academic Unit and Elisia Hub must jointly review candidate credentials to ensure they meet institutional standards. FAR can preview the credential file at this stage if requested, but a FAR preview is completely optional and not required to move forward.
- **Extend Tentative Offer:** Upon passing the joint qualification review, Elisia Education Hub extends a tentative offer to the candidate.

Optional Review: If the academic unit requests an optional FAR review at this stage, FAR must receive the anticipated course assignments (including specific course numbers and titles) alongside the candidate's file to complete the review. FAR cannot verify qualifications without knowing the specific courses the candidate intends to teach.

5. Transcript and Credential Submission

To satisfy the Faculty Qualifications standard [Insert Applicable Standard, e.g., Standard 6.2.a] set by The Commission on Colleges and Universities (formerly SACSCOC), all Collaborators must submit official transcripts from every degree-granting institution attended.

Elisia Education Hub Operational Responsibilities:

- **Mandatory Transcript Push:** Once a tentative offer is extended, the official [Academic Credential Review Guidelines for Program-Specific TXST Course Collaborators](#) should be provided to the collaborator. Based on these [Academic Credential Review Guidelines](#), the collaborator orders their official academic credentials to ensure they are submitted directly to FAR prior to beginning their teaching assignment.
 - For degrees earned in the United States, the collaborator must order official transcripts to be sent via a secure electronic service. For all international degrees, certification by an agency certified by the [National Association of](#)

[Credential Evaluation Services \(NACES\)](#) is required to validate the U.S. degree equivalency. A course-by-course evaluation is required for the highest degree held, and a document-by-document evaluation is highly recommended for all other academic records. All official electronic documents and NACES evaluations must be routed directly from the provider to fac-transcripts@txstate.edu, while official paper credentials must be mailed directly to Texas State University, C/O: Faculty and Academic Resources, 601 University Drive, San Marcos, TX 78666 per the [Academic Credential Review Guidelines for Program-Specific TXST Course Collaborators](#).

Collaborator Operational Responsibilities:

- Request and arrange for the delivery of all required academic documentation, which must be received and verified prior to the start of the semester to be eligible to teach program-specific TXST courses.
- Required documentation includes, but is not limited to:
 - a. Completed [English Proficiency Form for Collaborators](#) and required attachments.
 - b. Official transcripts and credentialing evaluation for U.S. equivalency, as applicable, submitted in accordance with the [Academic Credential Review Guidelines for Program-Specific TXST Course Collaborators](#).
 - c. Copies of licenses or certifications, if required by the teaching assignment.

Important Note: Failure to timely comply with the submission process will freeze processing and prevent the Collaborator from being placed in front of a class.

6. Appointment Processing and Banner Tracking

TXST Academic Unit Packet Submission (Gato Form):

- Prior to processing any internal system actions, the TXST Academic Unit must formally submit the candidate's initial credential packet to FAR.
 - **Submission Method:** This packet must be uploaded via the official [TXST Mexico Collaborator Review Form](#).
 - **Required Materials:**
 - **Assigned Course List:** List the course(s) the Collaborator is expected to teach, including course numbers and titles (e.g., MATH 1315: College Algebra).
 - Current Curriculum Vitae (CV).
 - Copy of Highest/Terminal Degree. Unofficial copy acceptable for initial verification only.
 - **Optional Upload Field:**
 - Secondary supporting documentation (licenses, certificates, portfolios) if necessary.

FAR Intake Tracking: Upon receipt of this [TXST Mexico Collaborator Review Form](#), FAR will log the expected course assignments and actively monitor incoming delivery channels for the matching official transcripts and [NACES](#) evaluations.

FAR Responsibilities:

- Upon receipt of the official transcripts/evaluations, FAR will audit the official documentation directly against the specific list of assigned program courses to guarantee absolute accreditation alignment.
- **Banner Flag:** Once the documents and course assignments pass this compliance check, FAR will officially flag and mark the Collaborator as the Instructor of Record in Banner.

Important Note: The department cannot initiate an e-PCR Collaborator prior to Collaborator being flagged as Instructor of Record in Banner.

7. TXST Personnel Change Request (e-PCR) Process

TXST Academic Unit Responsibilities:

The Academic Unit may only initiate and submit the internal e-PCR workflow **AFTER** FAR has officially marked the Collaborator as Instructor of Record in Banner per the [TXST Collaborator PCR Guide](#).

- Once the Banner flag is confirmed, the Academic Unit Administrative Support executes the following sequential steps:
 1. **Create Position:** Submit a request for a New Non-Paid Collaborator Position if one is not currently available in the unit.
 2. **Temporary SSN:** To request a Temporary SSN for use in your [NetID Request](#), please send an email to the HRIS Team at hristeam@txstate.edu.
 - Subject Line: Temporary SSN Request
 - Message Body: In your message, please state that you are requesting a temporary SSN to create a NetID.
 3. **NetID Request:** Submit a Faculty [NetID Request](#) for the Collaborator.
 4. **Submit e-PCR:** Initiate the e-PCR Add Collaborator – FPM.
 5. **Schedule Course Section:** Access CourseLeaf (CLSS) to assign the Collaborator directly to their designated course sections.

Important Note: While departments may request a temporary dummy SSN earlier in the process to provision a NetID, any e-PCR submitted to FAR prior to the Instructor flag being live in Banner will be **immediately returned to the unit**.

8. TXST Rank and Education Records Entry into SAP after PCR Processed

Following e-PCR approval, FAR will:

- Update Tenure and Rank details in Infotype 9003.
- Update SAP Education record(s) in Infotype 9004.

9. Onboarding and Mandatory Compliance Training

- TXST Academic Units and Elisia Education Hub will collaborate to ensure Collaborators complete an orientation covering Texas State University policies, curriculum expectations, and available institutional resources.
- If Elisia Education Hub requires additional information or has specific onboarding needs, they will coordinate directly with TXST to meet those requirements.
- All Collaborators assigned to teach TXST program-specific courses must complete mandatory university compliance training in accordance with institutional policy. This includes:
 - TXST Cybersecurity Training (Required)
 - Preventing Harassment and Discrimination (Optional, but recommended)

10. House Bill 2504 Compliance:

Collaborators assigned to undergraduate lecture or seminar courses must maintain compliance with Texas House Bill 2504.

Collaborator Operational Responsibilities Each Semester:

- Upload the course syllabus for every undergraduate lecture or seminar section the Collaborator is assigned to teach to the TXST website as directed by TXST.
- Upload a current curriculum vitae (CV) to the TXST website as directed by TXST.
- **Resource Guide:** For detailed instructions and additional guidance, Collaborators should refer to the university's official HB 2504 resource: [Info for Faculty and Staff: HB 2504](#).

11. Annual Evaluation Process:

All Collaborators undergo an annual review completed jointly by Elisia Education Hub and their corresponding TXST Academic Unit. Evaluations must be finalized in the Faculty Qualifications database by March 15 of each calendar year, adhering to TXST [AA/PPS No. 04.02.10](#).

- The TXST Academic Unit will evaluate each Collaborator using the standards outlined in the unit's performance evaluation policy.
- The Business Process Analyst for Customer Engagement will ensure all Collaborators are entered into the Faculty Qualifications evaluation system

Evaluation Requirements:

Evaluations must follow the TXST Academic Units policies and include objective, measurable, and consistently applied criteria. The process must encompass:

- **Self-Evaluation:** Collaborators submit a reflective assessment addressing their teaching practices, engagement with professional development, and impact on student learning outcomes.
- **Teaching Observation:** A classroom observation will be conducted by a full-time faculty member or administrator assessing instructional delivery, student engagement, and subject matter expertise.
- **Anonymous Student Evaluations:** Administered by the TXST Academic Unit to assess teaching effectiveness and student learning experience.
- **Administrative Observations:** TXST Academic Unit administrators will assess overall instructional quality, adherence to curriculum guidelines, and alignment with program and institutional standards.

Important Note: Collaborators must be given the opportunity to review and add written comments before evaluations are finalized in the Faculty Qualifications system.

In preparation for subsequent selection cycles, Texas State University, in collaboration with the TXST Academic Unit and Elisia Education Hub, will review this process continuously to identify administrative improvements.