Faculty are required to provide official transcripts from all degree granting institutions to comply with credentialing guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Transcripts should be mailed to Texas State University, Faculty and Academic Resources, Attn: Beth Koen, 601 University Drive, San Marcos, TX 78666 or sent electronically to [eak15@txstate.edu](mailto:eak15@txstate.edu) (electronic instructions below).

Faculty and Academic Resources must document the qualifications for all instructors of record and have this information available upon request. Employment is contingent upon receipt of transcripts.

**Information for Search Committees**

Electronic transcripts can be sent to the search committee as part of the screening process, these transcripts are not considered official. Transcripts scanned by the applicant can be used during the screening process only. An official transcript is only required from the applicant selected for hire.

**Texas State Transcript**

Faculty and Academic Resources will request Texas State transcripts for faculty members who need an official transcript for their employment with no charge to the faculty member. The department should indicate Texas State transcript should be ordered on the hiring checklist.

**Official Paper Transcript**

Official paper transcripts should be printed on security sensitive paper and contain the University seal and signature of the University Registrar. The hiring department may open sealed envelopes to make photocopy for the departmental faculty file.

**Accepting Electronic Transcript Guidelines**

An electronic transcript is one that arrives from an institution's official electronic transcript service. Only transcripts from U.S. institutions are accepted from electronic transcript services. For the purposes of faculty hiring, Faculty and Academic Resources has adopted the following best practice for accepting electronic transcripts.

**Electronic transcripts must be sent directly** **to Beth Koen**, at [eak15@txstate.edu](mailto:eak15@txstate.edu), from the degree granting institution or third party provider contracted by the university. Documents will not be accepted as official if the document is not encrypted; is delivered directly or forwarded from the faculty via email; and/or the document has been opened or accessed first by another party.

Electronic transcripts from the **University of Texas at Austin cannot be accepted**; their electronic system does not allow the transcript to be saved. A paper transcript is required from the University of Texas at Austin.

**We do not accept transcripts from Interfolio**; this is not a third-party provider contracted by a university.

The features of electronic transcripts include several “management” options: 1) expiring the transcript once opened by the recipient; 2) watermarking the transcript when printed by the recipient; 3) limiting the number of times the transcript can be accessed or opened by the recipient

**Degree Not Conferred (Not applicable for Post-doc hires)**

When a degree has not yet been formally awarded to a new faculty hire, a letter of completion from the university’s certifying office (usually the graduate college) can be sent indicating that the faculty member has completed all degree requirements and the date that the degree will be formally awarded. A letter of completion is not valid when submitted by a department chair, dissertation chair, or committee member. The letter of completion is a temporary measure and should be mailed to Faculty and Academic Resources. Once the degree has been awarded and posted to the official transcript, the faculty member is responsible for having official transcripts sent to Texas State University, Faculty and Academic Resources, Attn: Beth Koen, 601 University Drive, San Marcos, TX 78666.

**Accepting Foreign Transcripts and/or Documents**

Foreign transcripts for all degrees that appear as part of a faculty member’s credentials must undergo a credentialing evaluation for U.S. equivalency before they can be listed as part of their credentials. A credentialing evaluation is not a translation service (although that may be a required component of the evaluation process). Foreign transcripts printed in English are not exempt from this requirement.

The selected candidate is responsible for the costs associated with evaluation/translation services. Evaluated transcripts should be mailed to Texas State University, Faculty and Academic Resources, Attn: Beth Koen, 601 University Drive, San Marcos, TX 78666

A **course-by-course** evaluation is required fortranscripts for the highest degree earned.

A **document-by-document** evaluation should be requested for undergrad transcripts, diplomas, certificates and/or licensures.

Evaluation must be completed by an organization that is a member of the National Association of Credential Evaluation Services (NACES). NACES members may be found at: <https://www.naces.org/members>.