

TEKS Review Work Group Build Process
(as amended 4/12/2023)

1. TEA staff develops a work group application in Qualtrics. The application collects contact and demographic information and professional and educational experiences. The application will include resume and professional associations, affiliations, and groups.
2. The work group application is posted to the web page developed for the subject area scheduled for review, e.g., 2021 Social Studies Texas Essential Knowledge and Skills (TEKS) review webpage. The live application is announced through the subject area newsletter and promoted in conferences for subject area professional organizations, counselors, and administrators.
3. The application is open, and staff collects applications throughout the TEKS review process.
4. TEA staff builds a PDF-version of the applications so that State Board of Education (SBOE) members can see the data collected in a reader-friendly format.
5. TEA staff identifies applicants with direct experience in the grade/course. Campus and district specialists' and administrators' experience supporting the grade level(s) or subject is also appropriate. The following qualifications are preferred:
 - a. Teachers with three or more years of experience
 - b. District/campus personnel who have taught and/or directly supported the grade level/course
 - c. IHE personnel with direct content knowledge
 - d. If a work group is assigned a grade band, at least one teacher with experience teaching for each grade level
6. Content area staff evaluate applicants' experience and qualifications and rank each applicant on a scale of 1-3. The best qualified individuals are ranked 1.
7. The spreadsheet of preferred applicants is sorted by SBOE district to facilitate selection of qualified applicants from each district.
8. TEA staff provides all the applications to SBOE members from applicants in their districts in ranked categories (as laid out in #6) and the board member may adjust rankings or veto applicants and identify top candidates. The board member has two weeks to return applicants to staff. If the board member does not submit a response, TEA staff's ranking shall remain unchanged.
9. Staff builds the work group using top candidates identified from each SBOE district and a rubric adopted by the SBOE. As final selections are made, the guidelines below are considered to ensure that each individual work group is balanced and has the necessary qualifications to address the charge to the work group. Information on completed work groups will be provided to the board with background information on the work group members. The guidelines are established to ensure that the work groups are highly qualified, reflect the make-up of the state's educators, and include representation from the following:
 - a. Experience: Highly qualified educators and others with evidence of strong content knowledge and experience in the subject and/or grade level or bands and/or course(s)

- b. Position: A variety of positions reflected such as classroom teachers, campus and district-level administrators/specialists, education service center subject area personnel, and representatives from higher education and community members, including parents and employers.
 - c. School district size: large, midsize, and small school districts
 - d. Demographics: Multiple and different racial and ethnic groups and males and females
 - e. School district/charter school: A variety of local education agencies are represented, including open enrollment schools
10. If an individual invited to serve on a work group declines the invitation, the relevant SBOE member will select an alternate from the list of candidates within one week. To the extent a member fails to select an alternate within one week, the top ranked staff applicant is deemed selected.
 11. TEA staff builds and maintain a database of work group members who have served on a work group during the review process.
 12. Staff keeps an ongoing tally of characteristics of work group members selected, including but not limited to: SBOE member districts, sex, ethnicity, and district size.
 13. TEA staff builds the next work group comprised of half individuals who have already served on a work group and the other half will be new work group members selected following the process above. This process is repeated to build each new work groups.