

## **TEXTBOOK ADOPTION POLICY**

Passed by Academic Senate 3/29/99

### **POLICY**

1. Each faculty member will select the title and number of required and supplementary textbooks used in each of his/her course offerings and complete and sign a Textbook Adoption Form with the following exceptions.

a. Each department/discipline will have the option of determining the titles and number of required and supplementary textbooks for last-minute faculty hires and for faculty who have not submitted an adoption by the published deadline.

b. Each department/discipline may decide to standardize textbook titles within each course.

2. Any dispute between a faculty member and the chair over textbook adoption will be resolved by the department/discipline.

### **PROCEDURE:**

#### ➤ **INSTRUCTORS**

1. Will select textbooks that are appropriate for the course of record.
2. Will verify prior to the start of the new semester that the correct textbook titles and editions are available to students.

#### ➤ **THE BOOKSTORE MANAGER**

1. Will provide to Academic Affairs and the department chairperson a listing of all current textbook titles for courses within each department.
2. Will honor textbook adoptions signed by the department chairperson and the faculty member. If no faculty signature, the department chairperson must include an explanation and date.
3. Will purchase required and supplementary textbooks in quantities based on inventory, historical experiences and requests.
4. Can authorize special delivery of textbooks for back orders.

#### ➤ **THE DEPARTMENT CHAIRPERSON (AS REPRESENTATIVE OF THE DEPARTMENT)**

1. Will collate departmental textbook adoptions by the announced due date and will forward signed copies to the Bookstore Manager.
2. Will insure that the approved textbook will be used for at least one year in a given course. The Department Chairperson may authorize an earlier change of a textbook when presented with evidence that the request for an early change is based on sound reasons.

#### ➤ **ACADEMIC AFFAIRS**

1. If requested, will resolve any problems arising from textbook adoptions and orders.
2. Will present the Bookstore Manager an opportunity to report to the Departmental Council to discuss common textbook problems.