

### 3357:13-14-581 Textbook Selection Procedure

- (A) Faculty should select materials that are appropriate to the course and will enhance the student's learning experience and lead to success.
- (B) Faculty will use the guidelines for selection as stated below:
- (1) Textbook and course materials selected for a course must be selected by faculty and approved by the division academic assistant dean. Decisions must involve input from designated faculty or faculty committees of the faculty members teaching or familiar with the course.
  - (2) A rubric comparing attributes of various texts must be used when selecting course materials if more than one option is available (see Textbook Selection Matrix [14-581a](#)).
  - (3) Academic departments that offer multi-section courses are encouraged to use the same textbook, materials, etc. for all sections of the course in a given semester. Multiple section courses identified as general education courses must use the same textbook and course materials for all sections.
  - (4) A two-year minimum textbook adoption policy will be assumed on all textbook adoptions unless otherwise indicated by the program coordinator/director at the time of adoption. This two-year policy is necessary in order to give the greatest economic advantage to buy-back and rental situations. A written justification and explanation from the program coordinator/director, and approved by the Division assistant dean, **MUST** accompany the textbook requisition if there is to be any exception to the two-year minimum adoption policy.
  - (5) Textbooks or course materials that are designed for one-time use, such as books with tear out worksheets, access codes, software, etc., may not be adopted unless the textbooks or textbook packages are considered the "most economical" and the "best value" for the student. A written justification and explanation from the program coordinator/director, and approved by the division assistant dean, **MUST** accompany the textbook requisition if there is to be any exception to the one-time use books. However, laboratory manuals or one-time use workbooks that supplement a textbook may be adopted. The program coordinator/director and the division assistant dean must approve all supplementary "required and/or recommended" books, supplies, software packages, etc.
  - (6) Textbook adoptions, materials, etc. must be approved by the division assistant dean and submitted to the division senior administrative assistant for input to the bookstore's ordering system according to the announced deadline.
  - (7) When submitting course material information to the bookstore's ordering system, the program coordinator/director must indicate whether textbooks are "required" or

"recommended" for each course. A textbook is designated as "required" if the book will be used for a substantial part of the course by all instructors teaching the course.

- (C) Textbook selections will be communicated to the bookstore based on an established calendar prior to the start of each semester with required and recommended textbooks clearly indicated.
- (D) Auto-Adoption - If textbooks and/or course materials are not selected by the first day of class registration, then the faculty member is deemed to have selected identical materials (i.e. same title and edition) from the prior semester offering of the course. (see [policy 14-58](#))
- (E) Faculty should not accept any improper inducement, directly or indirectly, which may be described as a bribe, kickback, excessive commission or fee that is contingent on the adoption of a publisher's textbook or their ancillary materials.
  - (1) Faculty are not permitted to accept any inducements offered by publisher when adopting a textbook. These inducements may include but are not limited to trips, free seminars, gift cards, food items, textbook review payments, equipment/personal property or any other monetary payment even if the payment is to benefit the department or a charitable cause.
  - (2) No fees will be collected directly by faculty or staff, and no materials may ever be sold directly to students by faculty or staff.

Effective: April 26, 2022

Expires: April 1, 2027

Review dates: 11/28/17, 4/26/22