

Category: Academics

Division: Instructional Services

Department: Instruction

Policy Title: Textbook Adoption

Policy Statement: The faculty and the department/program offering the course have the responsibility to select textbooks appropriate to course objectives and course content. Where there are multiple sections of a course, it is the expectation that the department/program faculty designate common texts to be used by all faculty members teaching the course.

Procedures: Criteria for selection: The course objectives and course content shall be the foundation of textbook selection. Selection of textbooks: The faculty and the department/program offering the course have the responsibility to select textbooks appropriate to course objectives and course content. The textbook adoption process should originate with all affected faculty. Where there are multiple sections of a course, it is the expectation that the department/program faculty designate common texts to be used by all faculty members teaching the course. If a department/program decides that it would be in the best interest of their students, the department/program, with the approval of the Dean of Academics or Dean of Technical Education & Workforce Development, may allow individual faculty to choose an appropriate alternative text for designated course sections. Every reasonable effort should be made to accommodate the needs of all affected parties. It shall be the responsibility of the division leader to monitor the progress of textbook adoptions and address any issues in collaboration with the Vice President for Instruction and Student Services.

Contacts: Vice President for Instruction and Student Services, Dean of Academics, Dean of Technical Education & Workforce Development

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Policy History: 7/31/13, 7/1/16

Keywords: Textbook, Textbook Adoption

Related Form: NONE