

## Academic Affairs

### Philosophy

Student learning, curriculum and instruction should be the primary drivers in the selection of textbooks. All faculty members have the responsibility of helping choose textbooks used in courses. Textbooks are chosen by faculty.

### Textbook Selection Procedure

Textbook adoption is a process used by the academic schools to select and approve appropriate textbooks to assist instruction. Academic schools use a consistent textbook spreadsheet to list and submit new or current adopted textbook information to the bookstore. Review of textbooks begins with the Department Chair. Depending on the size of the discipline, when a new textbook is needed, a committee is formed to begin the review procedure. The Chair will facilitate the contact of multiple publishers requesting exam copies of textbooks for consideration. An e-mail is then sent out by the Department Chair requesting volunteers for the textbook selection committee. The committee is responsible for organizing the search and disseminating the information received by the discipline's faculty. At the end of the procedure, a majority vote of the textbook selection committee determines the selection. Once textbooks have been selected, syllabi and master course outlines should be reviewed to ensure correct listing of the textbook(s) on the syllabus.

### Textbook Selection Guidelines

- Textbooks should be adopted for no less than two years, unless there are exceptional circumstances.
- When possible, the procedure for selecting new textbooks should begin and end in the spring and the new textbook adopted in the fall.
- When appropriate, both full- and part-time faculty will be involved in the review of textbooks.
- Textbooks will be assessed in the following areas:
  - Address student learning outcomes for the course
  - Adheres to the School's approved curriculum
  - Readability (pictures, tables)
  - Reading level
  - Currency (up to date)
  - Accuracy
  - Textbook organization
  - Cost
  - Supplemental materials
  - DL compatibility
- An evaluation form will be created and used by the textbook selection committee in the discipline to review each textbook. The information from the evaluation form should be aggregated and shared with all faculty in the discipline.
- Textbooks for review will be available for all discipline faculty to review.
- If the discipline has a course owner/coordinator, he/she will be a member of the textbook selection committee.
- All information regarding the search should be retained by the School Office for future reference.
- The decision of the textbook selection committee is final, and the textbook(s) will be used in all designated sections.

## **Problems with Textbook Selections**

If there are concerns with the textbook adoption, the original committee will be reconvened to determine the next steps, if any.

## **Textbook Submittal Deadlines**

A consistent textbook spreadsheet will be developed and implemented across all academic schools. The textbook spreadsheet should be retained electronically for at least 5 years. The following are the deadlines for the textbook information for the spreadsheet.

Spring	1 <sup>st</sup> Friday in October
Summer	1 <sup>st</sup> Friday in March
Fall	1 <sup>st</sup> Friday in April

## **Conflict of Interest**

A standard practice within the textbook industry is for publishers to donate exam and desk copies to the academic school. Exam copies are textbooks that are reviewed by faculty for possible adoption. Desk copies are textbooks that are currently or newly adopted that are ordered by academic school personnel and distributed accordingly to faculty teaching the course. Exam and retired desk copies not retained by faculty for future reference should be returned to the School for proper disposal. Each School will attempt to return the text to the publisher, send the copy to Shipping and Receiving for recycling, or add the text to the school's reference library. Exam and desk copies can not be sold or given away.

If a faculty member attends a publisher paid event, they will not be allowed to participate in the selection of the textbook for that discipline during the adoption cycle for that text. No donations related to a textbook adoption should be accepted by any School.