

Textbooks

Each instructional division or program is responsible textbook and/or materials adoptions. Faculty who teach the course for which the textbook and/or materials should have considerable input in the adoption process. If there are multiple faculty members who teach the same course, all of those faculty members should have input in the adoption process. Once the textbook and/or materials has been adopted, faculty must use only those textbooks and/or materials approved for the course taught. Alternatives to the approved textbook and/or materials must be approved by the appropriate supervisor and instructional dean.

The following items should be taken into consideration when adopting course textbooks and/or materials:

1. The textbook/materials to be considered must meet the course description in the catalog.
2. Cost of the textbook/materials to the student.
3. Textbook/materials adopted by a multi-instructor department must be used by all instructors who teach the course for which the textbook/materials were selected.

Once textbooks and/or materials have been chosen for a course, orders are placed through the bookstore's website. Each instructional division or program will appoint a designee to place textbook orders on or before deadlines set by the bookstore for each academic term. Orders placed or changes requested after the term deadline must be approved by the appropriate supervisors and instructional dean. All texts and supplemental material required of students will be sold through the College bookstore.

The following ethical considerations should be made with regard to textbooks:

1. Textbooks/materials provided by the instructor's department/division remain the property of that department/division.
2. Under no circumstances are instructors to sell or take orders personally for such items.
3. If the textbook/materials will lead to personal profit for the author who is a member of the division seeking to adopt the textbook/materials, the author shall not be permitted to be involved in the textbook adoption process.
4. If the author of the text to be considered for adoption is the academic/technical director/division chairperson, approval from the appropriate instructional dean must be obtained.