

ARTICLE 12: TEXTBOOKS AND COURSE MATERIALS

12.1 – Textbooks and Course Materials

The selection of textbooks and supplementary materials to be used are the prerogative and responsibility of the full-time faculty member. The parties agree that student access to affordable high-quality textbooks and course materials is critical to the academic success of students and consistent with applicable law. Textbooks and related course materials should support achievement of course learning outcomes, be adaptable to a variety of learning styles, and represent good value for students.

A. Selection. Recognizing that adoption of textbooks is a fundamental principle of academic freedom, faculty members shall be responsible for textbook adoptions.

1. If the faculty member is the only full-time faculty in a particular course on a given campus, he shall have the right to select the textbook for the course he is scheduled to teach.
2. If two or more sections of the course are offered on a campus and are taught by two or more full-time faculty members or if the course is part of a sequence of courses that would normally use the same text, the faculty members shall have the right to serve on a campus and/or college-wide faculty committee, as appropriate, appointed to select such texts for courses on that campus.
3. No employee shall demand or receive anything of value in exchange for requiring students to purchase a specific textbook or course materials.
4. The College shall publish textbook adoption deadlines that are not greater than 120 days, and not less than 45 days prior to the first day of classes. When circumstances (including but not limited to situations such as late publication, course development delays, etc.) prevent an adoption by the deadline, a faculty member should be provided additional time as necessary to submit the adoption.
5. As early as feasible, but no less than thirty (30) days prior to the first day of class for each term, the College shall post on its Web site a list of each textbook required for each course offered during the upcoming term.

B. Desk Copies. Once textbook adoptions are approved, the College shall ensure that each faculty member is provided with a complimentary copy of textbooks selected for a course. The faculty member may keep the textbooks or return them to his immediate administrative supervisor. Textbooks provided directly to the faculty member by the publisher, sales representative, or other non-College source, are the property of the faculty member.

43 C. Custom Texts. If the faculty member is the only full-time faculty member in a particular
44 course on a given campus, who wishes to select a custom-bound textbook, he may do so
45 provided the following conditions are met and the use of custom texts does not conflict with
46 efforts to standardize texts in general education and sequential courses.

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- 48 1. The custom text is less expensive than the campus committee's selection.
 - 49 2. The text covers the approved course objectives and competencies.
 - 50 3. The course is regularly taught by the faculty member(s).
 - 51 4. The maximum number of custom texts allowed for a single campus course is two (2).
 - 52 5. A custom text must be adopted for a minimum of two (2) years.
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54 D. Special Approved Texts. A faculty member with special needs or one who is engaged in a
55 special project or pilot course on a campus may request the Campus Committee (see 12.3A, 2
56 above) to approve a text different from the committee-adopted text, provided the text covers the
57 approved course objectives.

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59 E. Consumable (Workbook) Texts. Consumable (workbook) texts may be selected by the
60 appropriate campus textbook selection committee on a semester basis.

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62 F. Where feasible, faculty members shall attempt to establish college-wide standardization of
63 textbooks used in general education and sequential courses.

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65 G. Course instructors and academic departments are encouraged to participate in the
66 development, adaptation, and review of open-access textbooks, particularly for high-demand
67 general education courses.

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69 H. All textbook selections will comply with applicable state statutes.