

3359-20-05.3 Textbooks, teaching aids, supplies, offices, and classrooms.

(A) Textbook selection.

- (1) Although selection of textbooks is the prerogative of the instructor(s) and subject to departmental policies, faculty members must keep in mind their responsibilities to students in choosing textbooks. Textbooks should be selected carefully, and cost should be kept as low as possible while maintaining quality education. No textbook should be required by an instructor for any class if it is to be used only for occasional consultation. Faculty should remember that requiring the purchase of a textbook places a obligation upon them to ensure that that text is an integral and extensively used part of the course.
- (2) Changes of textbooks should be made only for sound pedagogical reasons. Normally textbooks should be retained by an instructor for at least one year. Last minute changes in book orders should be avoided, since such alterations are inconsiderate of both students and those responsible for the ordering and stocking of course materials.
- (3) Faculty members may opt into or opt out of the following textbook adoption policy, with allowance to include only specified courses while excluding others. In the event that a faculty member has opted into the textbook adoption policy and has not identified a textbook and other teaching materials prior to the first day of class registration, the university bookstore may assume that the faculty member will use the same textbook (including edition and format) and other materials they had used the last time they taught the course if the following three conditions are met:
 - (a) The individual faculty member (or, for team taught courses, a specific team of faculty) who has been identified to teach a course in an upcoming semester has taught the course within the past two academic years;
 - (b) The university bookstore references this policy and makes at least one attempt to notify the faculty member (by both email and campus mail at least two weeks prior to the first day of class registration) of its intent to assume they will use the same textbook (including edition and format) and other materials they had used the last time they taught the course; and
 - (c) The university bookstore references this policy and makes at least one attempt to notify the faculty member (by both email and campus mail within one week of making the assumption) that it has assumed that they will use the same textbook (including edition and format) and other materials they had used the last time they taught the course.

In the event that a faculty member has not been identified when students are first able to register for a course, the university bookstore may also assume that a subsequently identified faculty member will use the same textbook (including edition and forma

Effective: 05/07/2022

Certification: _____
M. Celeste Cook