

CCSN Policy	Section: ACF	Number: 14
Title: Textbook Policy		Policy Effective Date: <u>January 4, 2007</u>
<p>Approved:</p> <p><u>Richard Carpenter</u> <u>January 4, 2007</u> CCSN President Date</p> <hr/> <p>Faculty Senate Recommendation Faculty Senate Recommendation Unnecessary</p> <p><u>Recommended</u> Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)</p> <p><u>Alok Pandey</u> <u>December 28, 2006</u> Faculty Senate Chair Date</p>		

Proposed CCSN Textbook Policy

General

1. Each full-time faculty member will select the title and number of required textbooks and supplements used in each of his/her course offerings within the time frame and procedures established by his/her department.
 - a. Each department/discipline will have the option of determining the titles and number of required and supplementary textbooks for adjuncts, last-minute faculty hires, and for faculty who have not submitted an adoption by the deadline.
 - b. Decisions related to standardization will be made at the department/discipline level with respect paid to faculty rights under academic freedom.
 - c. If a department/discipline committee is designated to select standard textbooks and/or supplements faculty members who are authors of materials being considered or who are related to an author as defined by the CCSN Nepotism policy may not serve on the committee.
2. Any dispute between a faculty member and the chair over textbook adoption will be resolved by the department/discipline.

Procedure

Instructors

1. Will select textbooks that are appropriate for the course of record.
2. Instructors should:
 - a. Take student cost into consideration when selecting from among different textbook/supplement options.
 - b. Make an effort to use the same textbook/supplements for at least two years.
 - c. Consider using the approved learning management system to deliver material electronically in compliance with fair use and copyright laws.

Departments

1. Should attempt to provide copies of faculty textbooks/supplements to the campus library where each class is taught to be placed on reserve for student use.
2. Should attempt to provide copies of Distance Education faculty textbooks/supplements to all campus libraries to be placed on reserve for student use.