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|  <b>CSN Policy</b>   | <b>Textbook Policy</b>            |
| <b>Policy Category: Faculty</b>   | <b>Effective Date: 04/08/2015</b> |
| <p style="text-align: center;"><b>MOST RECENT CHANGES</b></p> <p>Version # 2</p> <ol style="list-style-type: none"> <li>1. Converted the policy to the approved format in Gen 1.2.</li> <li>2. Wrote a policy purpose</li> <li>3. Updated the policy to include different textbook formats</li> <li>4. Updated the policy to include instructor authored textbooks</li> </ol> |                                   |

**I. POLICY PURPOSE**

This policy provides guidelines for print or electronic textbook selection for CSN courses.

**II. POLICY**

- A. Each full time faculty member will select the title and number of required textbooks and supplements that are appropriate for each of his/her course offerings within the time frame and procedures established by his/her department.
1. 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.
  2. Decisions related to standardization will be made at the department/discipline level with respect paid to faculty rights under academic freedom.
  3. 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 CSN Nepotism policy may not serve on the committee.
  4. Receiving usual and customary remuneration for the review of textbooks or course materials is acceptable. Receiving compensation, however, other than royalties, contingent on the adoption of textbooks and/or other materials, could create the perception of an unprofessional and/or unethical relationship and is unacceptable. Faculty may assign their own textbooks or other related materials for which they receive royalties, consistent with this policy:
    - a. The use of a self-authored text must be approved by the faculty member's Dean or Dean's designee and the Department Chair/Director.
    - b. Faculty must obtain the requisite signatures prior to submitting book orders. Dean's Offices are asked to keep the approval forms for two years, so it will not be necessary for faculty to complete a form for the same book/class more often than every two years.
    - c. The published books must be properly copyrighted by the authors.
    - d. The published books are available for open sale.
    - e. CSN faculty do not make sales directly to students.



**V. ATTACHMENTS**

History

Required Form to Use Own Textbook

## HISTORY

### Version 2

04/08/2015 – approved by CSN President Mike Richards

04/06/2015 – reviewed by General Counsel (Richard Hinckley)

04/06/2015 – recommended by the Faculty Senate (J. Mandel)

09/12/2014 – revised and updated by Ethics committee to include faculty authored textbooks

10/24/2013 – revised and updated by the Faculty Senate Policy Review committee (C. Milne)

1. Converted to the approved format Gen 1.2
2. Wrote a policy purpose
3. Updated the policy to include different textbook formats

### Version 1

01/04/2007 – approved by CSN President Richard Carpenter

12/28/2006 – recommended by the Faculty Senate (A. Pandey)