

**MOST RECENT CHANGES**

Version 3:

1. Section II.A.1: Removed "by the deadline."
2. Section II.A.2: Added passage to clarify that full-time faculty members should not be subjected to undue influence regarding the selection of materials for their classes.
3. Sections II.A.5-6: Sections were originally a single section. General Counsel recommended splitting into two separate sections.
4. Section II.A6.a: Instead of both the dean and the supervisor, only the faculty member's supervisor will need to approve the use of self-authored materials.
5. Section II.A.6.b: The approving authority shall retain the original authorization form for two years.
6. Section II.B: The supervisor of the approving authority will resolve any dispute over a textbook adoption.
7. Section II.C.4: Added passage indicating instructors should consider textbooks and materials used by other instructors of the same course.
8. Section II.C.5: Added passage indicating instructors should consider textbooks and materials used in sequential courses.
9. Section II.C.6: Added passage indicating all adopted materials should be used during the delivery of the class.
10. Section III: Procedure section was added.
11. Section IV: Authority and Cross References section was added.
12. Appendix B: The form was changed so that only the approval of the immediate supervisor is needed.
13. Grammatical corrections throughout.

I. POLICY PURPOSE

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

II. POLICY STATEMENT

- A. Within the timeframe and procedures established by his/her department, each full-time faculty member will select the title and number of required textbooks and supplements appropriate for each of his/her course offerings.
 1. Each department/discipline will have the option of determining the titles and number of required and supplementary textbooks for part-time instructors, last-minute faculty hires, and for faculty who have not submitted an adoption.
 2. Full-time faculty members should not be subjected to undue influence regarding the selection of materials for their classes.
 3. Decisions related to standardization will be made at the department/discipline level, with respect paid to faculty rights under academic freedom.
 4. 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 (posted on the CSN Policies and Procedures Webpage) may not serve on the committee.

5. 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.
 6. Faculty may assign their own textbooks or other related materials for which they receive royalties, consistent with the following:
 - a. The faculty member's supervisor must approve the use of a self-authored text.
 - b. Faculty must obtain the requisite approval using the form in Attachment B prior to submitting book orders. The approving authority shall retain the approval form 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. Authors must properly copyright the published books.
 - d. The published books are available for open sale.
 - e. CSN faculty do not make sales directly to students.
 - f. To remove any potential issues of conflict, CSN instructors may wish to donate their royalties from textbook sales to the CSN Foundation or charity of choice.
- B. The supervisor of the approving authority will resolve any dispute over a textbook adoption.
- C. Instructors should:
1. Take student cost and input into consideration when selecting from among different textbooks/supplement options and, where possible, consider lower-cost, high quality options such as online materials, eBooks, open educational resources, and 3-ring binder formats.
 2. Make an effort to use the same textbooks/supplements for at least 2 years.
 3. Consider using the approved learning management system to deliver material electronically in compliance with fair use and copyright laws.
 4. Take into consideration the choice of textbooks and materials used by other instructors teaching the same course.
 5. Take into consideration the use of textbooks and materials for sequential courses.
 6. Ensure all adopted textbooks and materials will be used during the delivery of the class.
- D. Departments, in conjunction with the instructors, should:
1. Prior to the first class meeting of the term, attempt to provide reserve copies of textbooks/supplements to the campus library where each class is taught. For online classes, the attempt should be made to provide reserve copies to all campus libraries.

III. PROCEDURE

If a faculty wishes to use self-authored materials, prior to submitting book orders, the faculty member must complete and submit the "Faculty Request To Assign Their Own Textbook" form found in Attachment B, and on the Policies and Procedures Website.

IV. AUTHORITY AND CROSS REFERENCE LINKS

CSN Policies and Procedures Webpage: <https://www.csn.edu/policies-procedures>.

V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by:

/s/ _____
Jill Acree

Date

Reviewed for Legal Sufficiency:

/s/ _____
Richard Hinckley

Date

Approved by:

/s/ _____
Michael Richards

Date

VII. ATTACHMENTS

- ATTACHMENT A: History
- ATTACHMENT B: Faculty Request to Assign Their Own Textbook Form

ATTACHMENT A: HISTORY

Version 3:

12/06/17– Approved by CSN President

12/06/2017 – Reviewed by General Counsel (R. Hinckley)

11/17/2017 – Recommended by Faculty Senate (J. Acree)

11/03/2017 – Revised and Edited by Faculty Ethics Committee (J. Matovina)

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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)

ATTACHMENT B:

FACULTY REQUEST TO ASSIGN THEIR OWN TEXTBOOK FORM

Faculty Name: _____

Department: _____

School: _____

Course Title: _____

Title of Book: _____

Semester: _____ Date: _____

AFFIRM:	
<input type="checkbox"/>	This book is properly copyrighted by me or the publisher.
<input type="checkbox"/>	This book will be available for open sale.
<input type="checkbox"/>	I will not sell this book directly to students.

To the best of my knowledge, all of the above information is complete and accurate.

Faculty Member

Date

In approving this, the faculty member's supervisor certifies that the request is within the context of approved policies and that the documentation for this request will be retained by the approving authority for two (2) years.

Supervisor, Title

Date

IF PERMISSION IS REFUSED, PROVIDE REASON(S) BELOW:

Supervisor, Title

Date