AUTHORITY


POLICIES

As Established in CIC 2006-07:

“All faculty will submit their requests for textbooks, course readers, and other course materials to the University Bookstore by the due date established by Academic Affairs in consultation with [the unit now known as Accessibility Services] and the University Bookstore. Faculty not ordering course materials from the Bookstore must notify the Bookstore of that fact. Faculty can request an extension of this due date by providing a rationale for a late adoption to the University Bookstore.

Course Readers must be available from the producer or publisher (e.g. copy center) in a format acceptable to [Accessibility Services] as accessible. In order to ensure course material accessibility for all students, as well appropriate copyrights, the Academic Senate recommends that faculty develop and order their course readers through an entity that will ensure a format acceptable to [Accessibility Services].

All departments will have a mechanism, consistent with their practices, to guarantee that textbooks, course readers, and/or other course materials will be ordered for class sections for which faculty have not yet been hired by that deadline established by Academic Affairs in consultation with [Accessibility Services] and the University Bookstore.

This policy will be implemented in Spring 2007 for Fall 2007 textbook ordering.”

As Established under HEOA:

As of July 2010, “To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall—Disclose, on the institution’s internet course schedule and in a manner of the institution’s choosing, the ISBN (International Standard Book Number) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule used for preregistration and registration purposes.”

PROCEDURES

To ensure the implementation of these policies, the following steps will be followed:

The Provost, in consultation with Accessibility Services and the University Bookstore, will establish due dates for the timely adoption of textbooks, course readers, and other course materials ordered through the University Bookstore.
This textbook adoption policy will begin with Winter 2015. For the Academic Year 2014-15, the due date for Winter 2015 is October 27, 2014 and for Spring 2015 the due date is February 9, 2015. These dates are 7 days before the priority registration date for the Winter and Spring quarters respectively.

Beginning in 2015-16 and continuing thereafter, the Provost will announce the due dates for the entire academic year by December 1 of the preceding Academic Year (e.g. for AY 2015-16, due dates will be announced by December 1, 2014). Due dates will be 7 days before priority registration dates. Regular Faculty or lecturers who are hired after the textbook adoption date, must use the textbook already adopted by the department for that quarter. Due dates will be enforced; however, under extraordinary circumstances, exceptions may be made. Under these circumstances, faculty requests should go to Academic Affairs and will need to be made no later than 7 calendar days before the priority registration date.

Deans will allow all chairs and program directors to indicate instructors for scheduled classes in advance of the textbook adoption due dates. The names of these instructors are indicated only to facilitate textbook adoption and are not a guarantee of employment.

Other Strategies to Ensure Timely Adoption

1) Departments may wish to create a contingency reading list for each of their current course offerings. This reading list could be used to order books for sections where no instructor has been assigned by the textbook adoption date.
2) The AAUP recommends the following: To maintain a sense of academic freedom, instructors hired after the deadline (and who must therefore use the department reading list or an earlier adopted text) may be encouraged to either support or challenge the paradigms advanced by these materials through lectures, discussions, articles, videos, or other accessible items. How predetermined readings are used, whether as a supporting tool or as a means of generating discussion, is entirely up to the instructor.
3) Departments are always encouraged to bring forward their own ideas/systems regarding the provision of textbooks (and other materials) that might make them more affordable or accessible.

Note: the policy is intended to be flexible but fair and to be in compliance with the law.