

335920-05.3 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. Frequent 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

Effective: 05/07/2022

Certification: _____
M. Celeste Cook