



Board Policy 109 Textbook Adoption

When two or more instructors are teaching the same course, a uniform text(s) shall be used. Textbook selections will be determined by the full-time instructors involved. In the event of a difference of opinion as to the appropriate textbooks, the department shall resolve the differences.

Textbooks, once adopted for classroom use, are adopted for at least a two-year period.

In the event that more appropriate, new editions become available, book selections may be changed before the expiration of the two-year period with the approval of the Associate Dean or Chief Instructional Officer (CIO), as appropriate. If a change is to be made, early action the preceding semester is necessary to insure that the bookstore has sufficient quantities of the book.

In the event that a textbook change is anticipated, instructors are to notify the bookstore manager and students at the beginning of the semester that the current text may not be used in the subsequent semesters.

In courses that require extensive reading or other supplemental resources, a list of recommended resources, including books, shall be developed by the instructors teaching those courses. Instructors are free to choose any titles from this list.

Part-time instructors are required to use the same textbooks that are used in sections of the same course taught by full-time faculty. If a part-time instructor is teaching only the section(s) of a class, he/she will be asked to recommend a textbook for approval by the Associate Dean or CIO as appropriate

Board approval date: 8/22/95