

ARTICLE 17 - TEXTBOOK SELECTION

The selection of textbooks and supplementary materials to be used are the responsibility of the full-time Faculty member and shall be determined per College guidelines. The parties agree that student access to affordable high-quality textbooks and course materials is critical to the academic success of students and consistent with applicable law. The Faculty and the College are committed to the on-going development of appropriate policies, procedures and standards for the selection of textbooks and course materials to maximize student success, access and affordability.

The College recognizes the financial impact that the cost of textbooks has upon students. Faculty shall make every effort to help control student costs by seeking the most economical options, and utilizing all required texts. In addition, Faculty shall use the following considerations when selecting texts (FAC 6A-14.092):

- Is the textbook part of a bundle? If the textbook is bundled with supplemental materials, will all components of the bundle be used?
- Is the text a new edition? Is the old edition available?
- If the old edition is available, to what extent is the new edition different and more valuable for instructional purposes?
- Were open access textbooks or alternate digital options considered during the selection process?
- Are student learning outcomes being met?

Textbooks to be used for a College credit course shall be selected by each Faculty member from a list of textbooks and/or Open Educational Resources agreed upon by the department's Faculty. The list of textbooks shall be developed by the respective departments and shall be reviewed by the Dean and approved by the Associate Vice President for Academic Affairs. In the interests of students, academic departments shall agree upon texts to be used College-wide (which is inclusive of College centers and other instructional sites). A Faculty member shall not require a student to purchase any course materials that are not College approved per the process stated herein.

1. **Textbook Selection Process.** The textbook selection process shall include:
 - A. Faculty within each department shall select one main textbook to be used in each course (including those taught by part-time Faculty). Faculty who have published textbooks may not use their own text unless it is approved by the majority of Faculty within the department as the main text and the text has followed the same vetting process as other textbook selections.
 - B. Faculty within each department shall meet and discuss textbook selections and provide written documentation addressing all the considerations listed above and on the Textbook Affordability Form. This is required for any initial adoption of a text or new edition of a text that is currently in use as well as for any textbook

review. The forms must be completed and submitted to the Dean for signature by the dates identified in paragraph D below. Deans or designees will upload completed forms to the Academic Affairs portal.

- C. Textbook selections shall be made by majority vote of eligible department Faculty participating in the textbook selection process. All full-time Faculty who are qualified to teach the course shall be included in the voting in each department. The Program Chair will be provided the opportunity to have input regarding the textbooks being considered.
- D. Textbooks must be selected and approved by February 15th for Summer and Fall. Textbooks must be selected and approved by October 1st for Spring.
- E. All textbook adoptions must be reviewed every three (3) full calendar years by using the textbook affordability form.
- F. Approved textbook adoptions shall remain in effect for three (3) full calendar years. Only in exceptional cases will permission to discontinue a text be granted at an earlier date. Such permission must be granted by the appropriate Associate Vice President for Academic Affairs upon recommendation of the Dean.
- G. As early as feasible, but no less than forty-five (45) days prior to the first day of class for each term, the College shall post a list of each textbook required for each course offered during the upcoming term. Faculty may not add required textbooks after the Web posting, except as provided by statute.
- H. If the course is part of a sequence of courses that would normally use the same text, the College may establish a Faculty committee to select such textbooks. When circumstances occur that warrant a committee reconsideration of a textbook selection, the Dean may make an exception to the minimum three (3) year requirement. Faculty members shall establish College-wide standardization of textbooks. Any exceptions shall be approved by the Provost prior to use.
- I. Consumable (workbook) texts may be selected with an approved justification by the Associate Vice President for Academic Affairs. The selection must be reviewed and supported by the appropriate campus or division textbook selection committee, and must be assessed annually.
- J. Custom texts may be used, but may not conflict with efforts to standardize text in general education or sequential courses. In addition, the following criteria must be met:
 - i. The custom text must be significantly less expensive (minimum of (25%) less) than the campus or division committee's selection.
 - ii. The text covers the approved course objectives and competencies.
 - iii. The course is regularly taught by the Faculty member(s)/department recommending selection.

- iv. The maximum number of custom texts allowed for a single campus or departmental course is one (1). Exceptions must be approved by the Associate Vice President for Academic Affairs.
 - v. A custom text must be adopted for a minimum of three (3) years.
 - K. All textbook selections and posting timelines shall comply with applicable state statutes, and are subject to administrative review and Vice President of Academic Affairs/Provost approval at any point during the selection process.
 - L. Faculty must use all adopted textbooks and supplemental materials required for students to purchase. Usage of required text shall be monitored each semester by division Deans. Failure to use required texts shall result in corrective action. Repeated non-use may result in failure to attain continuing contractual status.
2. **Prohibited and Allowed Conduct.** Faculty may not demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.

Faculty may receive:

- A. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
- B. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
- C. Honoraria for academic peer review of course materials.
- D. Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the Florida Board of Education or the Board of Governors.
- E. Training in the use of course materials and learning technologies.