

ADMINISTRATIVE PROCEDURES

Title: TEXTBOOK ADOPTION	Identification: 4.02
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	Effective Date: 7/10/01
Authority: SBE 6A-14.0247 FS 240.319 HCC Rule 6HX-10-3.001	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure establishes direction for the adoption of textbooks, educational materials, and supplies for credit courses.

PROCEDURE

1. TEXTBOOK ADOPTION

- A. Procedures for textbook selection are set forth in the *Agreement Between the District Board of Trustees of Hillsborough Community College and the Faculty United Service Association*. For in-house publication of materials to be sold in the bookstores, refer to the administrative procedure, *In-House Publication of Instructional Materials*.
- B. In January/February of each year, the Bookstores Manager will send the Textbook Adoption Request Notice to the academic deans at each campus. The Bookstores Manager will request textbook titles for the next academic year and give the deadlines when the textbooks requisitions are due for each term. However, because new courses may be offered for the first time in the spring or summer terms, the Textbook Adoption Request forms may be submitted at other times during the year.
- C. The academic deans will establish the deadline dates for additions and modifications, in concert with the deadline dates for textbook requisitions established by the Bookstores Manager.
- D. The academic deans will establish committees by campus to present recommendations for textbook adoptions. All full-time faculty members in a particular discipline may participate in the selection committee for textbooks. However, if a faculty member is the only full-time instructor teaching a particular course on a campus, the faculty member shall have the right to recommend the textbook for that course, as specified in section 1.A.(1). If a course is taught only by part-time faculty, the academic dean will select the textbook for that particular course.

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- E. The academic deans will request textbook lists from each committee. the committee will recommend the same textbook(s) for all sections of the same course taught at a particular campus. The selected textbook must incorporate the basic principles of the course. The committee's recommendation will be adopted as the required textbook for all sections of the same course taught at a particular campus.
- F. Members of the faculty committee will submit their Textbook Adoption Request forms to the appropriate dean for review and approval.
- G. The academic deans will submit the Textbook Adoption Request form to the Bookstores Manager by the deadline date. In the event textbook requests are not received, the Bookstores Manager will promptly inform the appropriate Campus President.

Any change in a textbook order will be forwarded to the appropriate Campus President for review and approval. Any charges incurred due to modifications in a textbook order will be charged to the appropriate campus budget.

- H. Prior to the beginning of a term, the Bookstores Manager will be responsible for consulting the appropriate MIS reports to facilitate the required number of books. In the event a section is oversold, it will be the Bookstores Manager's responsibility to acquire the appropriate number of books needed.

2. SUPPLEMENTARY AND OPTIONAL BOOKS

Full-time instructors have the right to select supplementary and optional textbooks for a course. A supplementary text is a required textbook selected by an instructor to supplement the primary text. An optional textbook is not required for a course. Purchase of an optional text is discretionary for the student. Supplementary and optional texts must correspond to the course syllabus, as well as the goals and objectives of the course as described in the catalog. The cost of a supplementary text will be less than \$40.00 per text. A faculty member may submit a request for an exception to the \$40.00 per text limitation with rationale to the Vice President for Education and Student Development with a copy to the academic dean. The Vice President for Education and Student Development must approve all supplementary text requests when the cost per text exceeds \$40.00 per text.

Members of the faculty will submit their supplementary book lists and optional book lists to the academic dean for review and approval prior to submission to the Bookstores Manager in accordance with the procedural guidelines and deadline dates for required texts. (Refer to Section 1 above.)

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Optional and supplemental books will be stocked at the discretion of the Bookstores Manager and with notice to the appropriate academic dean, using available space and historical data as a basis for ordering.

3. **DESK COPIES**

The Administration shall provide each faculty member with a complimentary copy of the textbook(s) selected for a course. The faculty member may keep the textbook(s) or return it (them) to his/her immediate Administrative Supervisor.

Part-time faculty will receive desk copies from their immediate supervisor or administrator at the campus where their course(s) is taught. Part-time faculty members must return desk copies to their immediate supervisor at the completion of the semester.

4. **REQUIRED MATERIALS**

A list of required supplies and/or materials for specific courses will be submitted in accordance with the same deadline(s) as those established for textbooks. All required supplies and/or materials will only be sold through the bookstore.

5. **FACULTY TEXTBOOKS**

Textbooks authored by faculty members will not be used as a required textbook, unless recommended by the appropriate faculty committee as the required text and approved by the academic dean in accordance with Section 1 above. In addition, textbooks authored by faculty members will not be used as an optional or supplementary textbook unless approved by the academic dean.

History: Formerly 3.113