

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Selection and Adoption of Textbooks and Course Materials	<u>Number</u> 202
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 3

I. Purpose

To outline the process for selection and adoption of textbooks and course materials.

II. Procedure

- A. The responsibility for selecting appropriate required textbooks and instructional materials to support the delivery of each course and program curriculum lies with the faculty with oversight by the appropriate Department Head and Dean. This responsibility of the faculty to choose appropriate materials also carries the accountability for ensuring affordability. Full-time faculty members who have taught the course within the past two years will be invited to serve on the textbook selection committee. Adjunct faculty members currently teaching the course may be invited to participate in the selection of textbooks and other required instructional materials. Members of the textbook selection committee collaborate and review possible texts, choose the preferred text by consensus or majority vote, and submit the recommendation to the appropriate Department Head.

At minimum, criteria for selection should include the following:

1. Quality, accuracy, depth, and breadth of content;
 2. Cost to students;
 3. Reliability of publisher and past experience with publisher's products; and
 4. Quality and cost of any student support materials.
- B. In order to provide appropriate consistency across multiple sections of the same course, all sections of a given course will adopt the same textbook. However, with satisfactory explanation, a different textbook may be used with approval of the Vice President, Academic and Student Affairs, for example in sections of courses offered via distance learning or in sections of literature courses. Any cost variance must be justified whenever different textbooks are requested for adoption. This justification must be provided on the textbook form.
- C. During the textbook selection process, the adoption of free or low-cost open educational resource materials available through OpenStax, Creative Commons, or similar resources should be considered.

- D. Textbook adoptions occur annually and are effective in the Fall on a minimum three year cycle. To comply with the mandated deadlines for textbook adoption, all instructional materials must be adopted and published at least 45 days prior to the first day of class in each term. To comply with this mandate, the Department Head must submit a Textbook Adoption Request before April 10 for a Fall adoption.

An exception to the three year adoption requirement or the annual adoption requirement may be requested by submitting an exception request memo to the Vice President, Academic and Student Affairs, via the appropriate Dean. The deadlines for the exception request(s) and the related textbook adoption request(s) are listed below.

For a Fall textbook adoption that is an exception to the three-year adoption requirement, the deadline for the submission of the exception request to the appropriate Dean is April 1. If the exception is approved, the deadline for the Department Head to submit the textbook adoption request is April 10. The publication deadline for textbooks for the Fall semester is April 15.


For a Spring textbook adoption that is an exception to the three-year adoption requirement or the annual adoption requirement, the deadline for the submission of the exception request to the appropriate Dean is October 1. If the exception is approved, the deadline for the Department Head to submit the textbook adoption request is October 10. The publication deadline for textbooks for the Spring semester is October 15.

For a Summer textbook adoption that is an exception to the three-year adoption requirement or the annual adoption requirement, the deadline for the submission of the exception request to the appropriate Dean is March 1. If the exception is approved, the deadline for the Department Head to submit the textbook adoption request is March 10. The publication deadline for textbooks for the Summer semester is March 15.

- E. When a selection is made, the Department Head submits a Textbook Adoption Request to the appropriate Dean. The appropriate Dean reviews the request to ensure compliance with procedures and time deadlines. Submission of the form includes certification of the following:
1. Cost was an important factor in the adoption decision;
 2. All faculty teaching the course will use all textbooks and other instructional items ordered, particularly each individual item sold as a part of a bundled package;
 3. Any new edition differs significantly and substantively from the earlier version, and there is value in changing to a new edition; and
 4. Consideration was given to how the new textbook might be made available to students who are unable to afford the cost of the new book.
- F. Upon approval from the appropriate Dean, the Textbook Adoption Request is submitted to the Office of the Dean, Baccalaureate Studies and Academic Support as an information item.

Once approved by the appropriate Dean, the Department Head will update the district syllabus to include the new textbook information. The updates to the syllabus must be made no later than the publication dates listed in D.

- G. With acceptable justification submitted to and approved by the appropriate Department Head and Dean, instructors may use other materials to supplement the required text(s). Such supplemental material shall
1. Augment, rather than replace or dominate the required text;
 2. Augment, rather than replace instruction designed and delivered by the instructor;
 3. Not impose substantial additional cost on students;
 4. Be readily accessible by all students;
 5. Be an integral part of the course, if students are required to purchase the materials; and
 6. Not place an unreasonable additional academic burden on students beyond the normal course requirements.

Responsible Official: Vice President, Academic and Student Affairs
President's Signature:  Date: 8/24/2023