**310.1.12 Textbooks.** Textbooks and other materials are selected by the faculty primarily to promote student learning. Because there are affordability and course outcome issues that must be considered, the selection of textbooks and other materials must be selected in accordance with the foregoing policies as well as departmentally-approved policies. The departmental chairperson is responsible for selection facilitation and implementation in accordance with the provisions of this section. The goals of these textbook policies are to comply with applicable laws, facilitate student procurement of textbooks, address textbook affordability, and ensure instructional quality.

**310.1.12.1** **Definition, Selection, Ordering, & Conflict of Interest**

1. The course schedule for a term will be published by October 1 and March 1; and Textbook

 and non-sharable required materials selection deadlines will be October 15 and March 15 (for

 Spring; and Summer and Fall terms respectively).

2. It is the responsibility of administrators and department chairpersons to make resource allocations

 and course assignments so as to facilitate timely adoptions.

3. All textbook and materials orders will be placed through the academic department. The chairperson

 will review for compliance with these policies and supervise the placing of orders.

4. For the purposes of this policy the term “textbook” shall be defined as the central text associated

 with significant expense and shall not include readings or other ancillary and inexpensive texts.

5. Department committees will designate default texts for all courses taught at least annually following

 established departmental procedures. Default texts will be ordered by chairpersons in cases of late

 decisions, resignations, illnesses, and late faculty appointments and/or assignments. Chairpersons

 shall select a text for sections with no assigned instructors when no default has been identified.

 Ordinarily default texts should be chosen by faculty most responsible for teaching a course although

 faculty teaching subsequent courses in a program also hold interest in the teaching of lower-level

 classes. It is expected that the default textbook will be among those used for another section of the

 course if any.

6. Chairpersons shall similarly order default texts for faculty who fail to submit orders by established

 deadlines.

7. Faculty shall be precluded from changing textbooks orders made under (5) - (6) for that term.

8. Except in cases where a department has an approved policy regarding a common textbook for a

 multi-section course, individual faculty who are deemed by the Chairperson likely to teach a section

 of a multi-section course for every term of the selection period may choose alternative textbook(s)

 and materials as long as they do not exceed the cost of the default selection(s) and the order is

 made by the deadline.

9. To minimize possible conflict of economic interest in textbook selection, recommendations for

 selection of basic or supplementary textbooks authored by ISU faculty must include the approval of

 the department chairperson or the responsible dean, if appropriate. A statement must accompany

 such recommendation indicating (a) that no other textbooks containing material appropriate to the

 course are available, or (b) that if other textbooks are available, the textbook selected is deemed

 most appropriate.

**310.1.12.2 Adoption periods.**

The standard selection period for a textbook is based upon the type of course offering as established below

1. A minimum of three years (or the publication life of the edition of the text whichever is shorter) for

 courses offered annually in which the text has resale value.

2. No minimum selection period will exist for texts for

a. contemporary issues or special topics courses taught under a common course prefix and

 number.

b. E-books or other text forms where there is no resale value and/or where there will be no

 opportunities for used texts because of the textbook form.

3. Exceptions to the selection periods will be granted by the chairperson when significant changes have

 occurred in the discipline; when the previously chosen text fails to promote student learning; when

 there are significant pedagogical reasons (e.g. distance vs. face-to-face and regular term vs. summer)

 which justify shifting texts, or when new texts become available at a lower net cost to students.

 Chairpersons will document and report these exceptions to the academic dean. Other exceptions

 may be granted at the agreement of the chairperson and dean. The provost shall be informed of all

 exceptions.

**310.1.12.3 Other (non-sharable) Required Materials.**

1. Non-sharable required materials include products or services that

a. students must purchase as a required element in the course

b. cannot be shared by students nor, once used, transferred to another student

c. cannot be accessed through a shared university system or license

d. cannot be purchased except through the bookstore or other specified provider.

2. Costs of required purchases of non-sharable materials must be justified and reported to the

 chairperson and approved by the Provost. Once approved, such materials may continue to be used in

 subsequent semesters as long as the cost remains at or below 125% of the initially-approved

 amount.

3. The process and timeline for selection of non-sharable resources shall follow that of textbooks.

**310.1.12.4 Advisory Committee.** The Indiana State University Textbook Advisory Committee shall assist the faculty in meeting the above goals by dealing with special issues that may arise, providing education to the faculty on selection alternatives and textbook affordability initiatives, providing education to

students on textbook purchase, rental, e-books, etc., and assessing the effectiveness of textbook selection policies in keeping textbooks more affordable.

1. The Textbook Advisory Committee is composed of one regular faculty member from each College, a library representative, a business/finance representative, a bookstore representative, a records/registration representative, and a SGA representative. The Associate Vice President for Academic Affairs shall chair the committee. The members of the committee are elected to staggered three-year terms by the faculty of their representative colleges or appointed by the appropriate vice-president.
2. The committee will meet at least twice annually to assess the effectiveness of the University’s textbook selection policies and to recommend any modifications that will result in improvements. The committee will submit an annual report of their findings to the Provost and Vice President of Academic Affairs and the Faculty Senate Executive Committee.