

Faculty Textbook Selection Process – Attachment for Procedure 5034

March 6, 2018

I. Purpose

Most of the courses at Polk State College require students to purchase textbooks, manuals, or other ancillary materials. This attachment to Polk State Procedure 5034, *Textbook Affordability*, provides guidelines for selecting textbooks for each course.

II. Definitions

This process applies Florida Statute 1006.29 Section (2), (3a), and (3b) definitions for instructional materials, electronic format, and digital format.

Textbook – In addition to a traditional *textbook*, this also refers to instructional materials delivered in printed, electronic, or digital format such as a lab manual, novel, access code, or other required ancillary material that students must purchase for a course.

Textbook List – The *textbook list* refers to the department's list of textbook options for each course in each discipline. This may be limited to one item or be as many as three.

Department – A *department* is a unit that an academic dean has designated and assigned a department coordinator or program director. Most departments have one department coordinator per campus, while a few have one for both campuses.

Discipline – This refers to the *academic discipline* within a department (e.g., if a sociology book is up for adoption, psychology instructors would not participate, as this field is not their discipline).

Centers – This term refers to the satellite *centers* of Polk State College that are specifically affiliated with either the Winter Haven Campus or the Lakeland Campus, including, but not limited to: Airside, the Advanced Technology Center (ATC), the J.D. Alexander Center (JDA), the Center for Public Safety (CPS), and various high schools.

III. Textbook selection process

A. Creation or Modification of a Textbook List:

- 1) General Education courses and other courses taught by full-time faculty: When faculty members in a discipline need to adopt, change, or renew a book for a course, the department coordinator and/or academic dean must organize a textbook committee to review textbooks. The committee reviews, recommends, and obtains approval from a majority of the full-time regular members of the campus' discipline and then updates the campus textbook list. For high-enrollment General Education courses, the committee should consider a coursewide adoption, where feasible.
- 2) Courses not taught by full-time faculty: The program director must create the textbook list.

B. Textbook List Specifications:

- 1) The textbook list can contain up to three publications.
- 2) Care should be taken to keep the cost low on all delivery options.
- 3) An open-source textbook can be one of the publications on the list.

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- 4) The textbook list may specify one option as required and give a choice of the other two items allowed for use (e.g., the department may require a handbook for all classes and then give a choice of two novels for use by specific instructors).
- 5) If some faculty want to use a textbook and some want to use the publisher's stand-alone electronic or digital format for the same textbook, those selections count as two options on the list (e.g., face-to-face instructors may want to use a paper textbook while online instructors may want to use the publisher's course management system; these count as two options).
- 6) Sequential courses that use one textbook for two or more courses in a sequence must have a college-wide textbook committee to create a textbook list that would not require students to purchase separate materials for sequence courses solely due to being enrolled in another instructor's section or a section on another campus.
- 7) The three publications on the textbook list could be three combinations (e.g., for a literature class, the first item on the list could be a specific group of novels, the second item could be another specific group of novels, and the third item could be a third specific group of novels).
- 8) The department coordinator or program director shall maintain the textbook lists for all courses in the department and submit an updated textbook list to the academic dean.
- 9) Each center shall use the same textbook list as the affiliated campus.

C. Selection of a Textbook from the Textbook List:

- 1) Each full-time regular faculty member teaching the course shall be permitted to independently select a book of his or her choice for the course from the textbook list. For adjunct faculty, the department coordinator or program director shall select a book from the list.
- 2) An exception may be made for a particular textbook selection with the approval of the campus academic dean (e.g., a faculty member may propose piloting a new book in one section of a particular course).
- 3) Full-time regular faculty members who teach Honors classes are, with adherence to the *Textbook Affordability Procedure*, permitted to select their own textbooks for Honors sections. The textbook for an Honors class may be different from those on the textbook list. For adjunct faculty teaching an Honors class, the textbook selection shall be a collaborative decision made with input from the department coordinator or program director, Honors coordinator, and the adjunct faculty teaching the Honors class.
- 4) Full-time faculty members who teach Internet-based courses shall make a selection from the course's textbook list. When creating the list, this should be a consideration. For adjunct faculty teaching an Internet-based course, the department coordinator or program director shall make a selection from the list.
- 5) If a full-time faculty member is using open source materials rather than the textbook, the faculty member may opt to not select a textbook from the list.

D. Cost Variance in General Education Textbooks

- 1) The General Education areas are: Communications, Mathematics, Humanities, Social Sciences, and Natural Sciences
- 2) A *wide variance* is defined as more than \$150; this excludes the use of open source materials.

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IV. Certification Statement

The certification statement below shall be printed on the *Letter of Appointment* (LOA) that each full-time and adjunct faculty member signs. The signature on the LOA shall certify the faculty member's textbook use. Copies of the LOAs are maintained in the Office of Human Resources.

Certification statement:

In accordance with State Board of Education Rule 6A-14.092, Textbook Affordability, by signing this form you also certify that the textbooks and materials ordered for each course you are teaching in the current and subsequent terms are required and will be used by students in the course. If bundled packages have been ordered for your course(s), all individual items are required and will be used by students. If a new title or edition has been ordered, it differs significantly from an earlier version, is the only edition currently available to the bookstore, or lowers the cost to the student.