

Central State University
Textbook Selection & Ordering Policy
Senate Approval Date: 16 April 2020

1. Preamble

- 1.1. This policy is instituted to address the assignment of college textbooks and other instructional materials and to ensure compliance with the U.S. Higher Education Opportunity Act (HEOA) of 2008. The HEOA states, “Nothing in this Act shall be construed to supersede the institutional autonomy or academic freedom of instructors involved in the selection of college textbooks, supplemental materials, and other classroom materials.”
- 1.2. In Recommendation 6 of an October 2015 report, the Ohio Governor’s Task Force on Affordability and Efficiency specifically identified textbooks as a considerable opportunity to reduce the cost of higher education to students.
- 1.3. In this policy, the term “textbook” is meant to include various types of required course materials, including books, software, electronic sources, and course packs.

2. Adoption of Materials

2.1. Responsibilities of Faculty and Departments

- 2.1.1. Selection and adoption of textbooks are a departmental responsibility. Departments should strive to make selections for required textbooks in a timely manner to ensure that sufficient quantities are available to meet the needs of students.
- 2.1.2. Departments are encouraged to select the most appropriate and highest quality textbooks for conveying course content and accomplishing objectives, but also obliged to take into consideration the cost of the textbooks and expense to students when making adoptions.
- 2.1.3. Instructors teaching courses retain the full authority in selecting textbooks and materials appropriate for their classes.
- 2.1.4. In the cases where multiple sections of the same course are taught by various instructors, members in the program/department who teach the course will review textbooks, and vote on a selection to be used by all sections of the course.
- 2.1.5. All Instructors are required to report textbook selection to the department chair and the Bookstore and adhere to the published deadlines. If the Department Chair deems a textbook selection is inappropriate, the College Dean shall appoint a committee of three tenured instructors from within the discipline, who, if possible, are familiar with the course. The committee will review the textbook selection and written statement by the Chair and the instructor to decide if a change in textbook is warranted. The decision of the committee is final.
- 2.1.6. Instructors should discuss textbook requirements and reach agreement with their department chair every semester in time to adhere to Bookstore deadlines.
- 2.1.7. Prior to each academic term compliant with the date specified by the University Bookstore, Departments shall provide textbook information to the University Bookstore such as one of the following: (i) ISBN; (ii) author, title, publisher, copyright date, edition; or (iii) if the information is unavailable, the phrase “To Be Determined”.
- 2.1.8. Departments will endeavor to ensure that information provided is in an acceptable format so as to avoid unnecessary orders and returns by the University Bookstore.
- 2.1.9. Each department should designate a person to act as its representative with the University Bookstore and should inform the Bookstore Manager about this representative.

- 2.1.10. To the extent possible, Departments should notify the University Bookstore of increased enrollments of scheduled course sections and additional course sections to be offered.
- 2.1.11. To the extent possible, departments shall promote a minimum adoption period for textbooks (e.g. 3 years) and should ensure that identical textbook(s) are adopted for multiple sections of the same course.
- 2.1.12. Following the submission of textbooks for the upcoming academic term to the University Bookstore, instructors are expected to use the materials specified for that term.
- 2.1.13. Unless the academic department has made other arrangements, it is the responsibility of each individual instructor to secure his or her own copies of textbooks by utilizing the University Bookstore portals and adhere to the required deadlines.

2.2. Responsibilities of the Provost's Office

- 2.2.1. The Provost's Office shall coordinate with the University Bookstore to ensure that:
 - (i) textbook information is available for each course listed in the schedule; and (ii) the expected number of students enrolled in each course and the maximum student enrollment for the course is documented.
- 2.2.2. The Provost's Office, in consultation with the University Bookstore, shall communicate to the Departments the date by which textbook information is to be provided to the Bookstore.

2.3. Responsibilities of the University Bookstore

- 2.3.1. Textbook information (ISBN) provided by the Departments shall be published on the Bookstore website and made accessible by link from the University's course system.
- 2.3.2. If the ISBN is not available, then the author, title, publisher, edition, and copyright date for the textbook will be published. If disclosure of the information required by this policy is not practicable for a textbook, then the designation 'To Be Determined' should be used.
- 2.3.3. The University Bookstore is responsible for disseminating information to students regarding any of the following applicable information: (i) available programs for renting textbooks or for purchasing used textbooks; (ii) available guaranteed textbook buy-back programs; (iii) available alternative content delivery programs; and (iv) other available institutional cost-saving strategies.
- 2.3.4. Alternative textbook formats (e.g. eBooks and rentals) should be made available through the Bookstore website and promoted to the students in the course syllabi.
- 2.3.5. Instructors teaching different sections of the same course must use same textbook
- 2.3.6. Adopted textbooks may be changed after three years, unless there is an urgent need to change them before the end of the third year.

3. Use of Self-Authored Material

- 3.1. In the event that an instructor wishes to utilize commercial textbooks which are authored by the instructor and the sale of which results in a royalty being paid to the instructor, then such textbook may only be required by the instructor if: (i) the instructor's chair or program director and dean have consented to the use of the textbook/material; or (ii) the majority of faculty within the instructor's department has voted to permit the instructor's use of the textbook.
- 3.2. Sales of such items cannot be conducted directly between an instructor and a student.

4. Promoting Affordable Textbook and Open Source Alternatives

- 4.1. CSU aims to improve compliance by encouraging faculty to use online tools to place orders and evaluate the cost of alternative textbooks. Each Department should constitute a committee to review adopted textbooks, update relevancy of textbook materials, and recommend alternative textbooks (including OER) when they are deemed to be consistent with the content and outcomes of the course.
- 4.2. As an OhioLINK member institution, CSU offers students access to millions of resources at no additional cost. Instructors are highly encouraged to explore options within these resources.
- 4.3. Publisher materials provided through “inclusive access” programs are made available to students at a negotiated rate. Instructors are encouraged to participate in these programs and should adhere to the timelines required by the University Bookstore.
- 4.4. Instructors are requested to search for feasible options in open textbook repositories such as:
(i) the Open Textbook Library at University of Minnesota; (ii) the Open Stax College at Rice University; (iii) OER Commons; and (iv) MERLOT.