

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 4041

**TITLE:** TEXTBOOK ADOPTION

**BASED ON POLICY:** 4.04 PURCHASING CONTRACTS

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES/  
CONTROLLER

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I. Purpose:

To define the process for selection and ordering of College textbooks that complies with legal restrictions

II. Procedure:

A. Responsibility

1. Review and adoption of textbooks by departmental faculty are an important part of assuring that information provided to students is current and of high quality. It is vital that instructional supervisors and faculty remain apprised of new publications and publisher changes in content and edition. Discipline faculty should discuss textbook adoption thoroughly and have a consensus agreement on the text to be used by all sections of a course. Texts shall be adopted by the discipline faculty and used for a period of at least three years or until the edition changes, whichever comes first.

Textbooks adopted by a discipline should:

- a. Support achievement of course learning outcomes
- b. Be adaptable to a variety of learning styles
- c. Be consistent with reading levels appropriate for student use
- d. Promote high order thinking
- e. Provide objectivity, free of bias and prejudicial content
- f. Represent a good value for the student

2. Adopted texts may be required or recommended. Instructors are required to teach from the text adopted for the course and to use all materials that are required by the department for the course. Additional optional texts may be suggested by instructors as long as they are identified as optional to students and the adopted text is used. It is the responsibility of the instructor to communicate directly to the instructional supervisor all concerns and recommendations regarding text selection, changes and procurement. Faculty may not select alternate or additional texts without permission from the instructional supervisor and division dean.
3. The division deans are responsible for ensuring that books are selected using established bookstore protocols and timelines. Department faculty are responsible to select appropriate textbooks for courses. Instructional supervisors are responsible to provide the information to the bookstore before the established due dates.
4. The bookstore manager is responsible for procuring books for the expected student enrollment, to provide the division deans a listing of courses still needing book adoptions within two weeks of adoption deadlines, and to put book ISBN numbers associated with textbook adoptions for classes on the College bookstore website 45 days prior to the start of classes.

B. Textbook adoption related activities

1. Faculty and staff may do the following:
  - a. Receive sample copies, instructor copies, or instructional materials
  - b. Receive royalties or other compensation from sales of textbooks that include the instructor's own writing or work
  - c. Receive honoraria for academic peer review of course materials
  - d. Receive fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks or related support materials
  - e. Receive training in the use of course materials and learning technologies from textbook representatives
  - f. Print/copy short documents and other material for specialty classroom use. The originator of any course packet will obtain the necessary copyright permissions

2. Faculty and staff may not do the following:
  - a. Demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for course work or instruction
  - b. Sell any sample copies, instructor copies, or instructional materials if they are specifically marked as free samples not for resale
  - c. Sell academic materials, including texts, supplementary texts, and other materials directly to students

C. Textbook adoption procedure

1. The instructional supervisor is responsible for ordering texts the department adopts each term. Deadline dates for textbook adoptions are the following:
  - a. Fall classes: April 15
  - b. Spring classes: September 15
  - c. Summer classes: February 15

Example: Fall 20XX textbook input completed by April 15, 20XX

2. Instructional supervisors must provide the bookstore with textbook adoption information every term, even if it is to verify the use of the same textbook for a course. A written explanation to document the reason for change of textbooks (if applicable) must be maintained on file. When a bundled package of textbooks or materials is ordered, the department chair or program manager/director will provide a statement that identifies the intent to use all bundled items ordered.
3. Two weeks after the adoption deadlines above, the bookstore manager will provide a list of courses scheduled for which adoptions are missing to the division deans. The division deans will work with instructional supervisors to get all adoptions finalized and to the bookstore manager.
4. The bookstore manager will work to secure a supply of new and used textbooks for the anticipated term enrollments.
5. The bookstore will notify the students of the adopted textbooks for the classes by posting the title, all listed authors, publishers, edition, copyright date, published date, and ISBN number on the bookstore website a minimum of 45 days prior to the start of classes or as soon as

practicable if new courses are added within 45 days of the beginning of class.

D. Affordability of required textbooks

Faculty should consider cost when selecting textbooks. Students that indicate the inability to afford the cost of textbooks should be referred to the Financial Aid Office.

**HISTORY: Last Revised: 10/22/19**

**Adopted:** 7/15/08

**Reviewed:** 4/25/12, 3/3/15

**Revised:** 10/13/09, 8/31/16, 10/22/19