

Departmental Policy on Textbook Selection

Adopted: October 20, 2009

Selecting the best textbook or textbooks for each course offered by the Department is an important and frequent task. In some cases the decision may be simple - for example it may involve moving to a new edition of an already accepted book for a specialized course. In some other cases the decision may be more complicated and more important – for example it may involve changing the textbook and/or the syllabus for a course that is central for our curriculum. The procedure described below addresses variety of possible situations.

- At least once a year the Chair of the Department shall invite all faculty members to comment about the current textbooks and to propose reviewing new textbooks that may be available for any particular course. Normally at least two weeks should be given for the comments.
- For each course the Chair of the department will select one of the following procedures:
 1. Keep the existing textbook,
 2. Select a new textbook himself/herself after informal consultation with some of the faculty members usually teaching the course,
 3. Form an ad hoc Textbook Committee consisting of at least two members of the department whose area of expertise is related to the subject of the course; the Committee should hold at least one open meeting announced to all of the department; during the meeting the Committee should present all the available material pertinent to the textbook selection and listen to the faculty feedback; the Committee will present recommendation to the Chair,
 4. Call a Faculty Meeting to discuss the selection; in this case all faculty members will act as a Textbook Selection Committee; the faculty shall decide about specific procedure to be used before voting on the final decision.
- The first or second option shall be selected only for very simple cases or in an emergency situation when the current textbook is no longer available and the decision must be made quickly. Chair of the Department must select the third or fourth option if at least two members of the department request having a formal Textbook Committee. Chair of the Department must select the last option if at least four members of the Department request that option; the last option must also be selected when changing textbooks for Math 120, or for Math 125, or for the Calculus sequence (the rule applies to new textbooks but not to new editions of current textbooks). At any time the Chair of the Department may upgrade the option selected but may not downgrade the option. If the third option was selected and the Chair disagrees with the Committee's recommendation, the Chair should not unilaterally change the recommendation but should follow with the last option.
- Any faculty member who has a conflict of interest involving the selection should be excluded from the entire process.
- After the selection process is concluded the information about the new textbook shall be sent to all faculty members and the new syllabus should be published.

We recognize that the textbooks may not be changed very frequently without special approval from the dean and the Textbook Rental.