



# Textbook Adoption Policy

<b>Policy #:</b>	AA005.1
<b>Policy Type:</b>	University
<b>Responsible Executive:</b>	VP Academic Affairs
<b>Responsible Office:</b>	Academic Affairs
<b>Originally Issued:</b>	April 3, 2007
<b>Latest Revision:</b>	December 16, 2015
<b>Effective Date:</b>	January 30, 2018

## I. Policy Statement

Teaching faculty members and university administrators at the University of Louisiana Monroe (ULM) are responsible for timely ordering of textbooks and other instructional materials bearing in mind usefulness and cost to students as well as quality and contribution to courses.

## II. Purpose of Policy

The purpose of the Textbook Adoption Policy is to establish guidelines aimed at addressing the cost of college textbooks and other instructional materials, and to ensure compliance with University of Louisiana System (ULS) requirements.

## III. Applicability

This Policy is applicable to faculty and to those university administrators involved in overseeing the ordering of textbooks and other classroom materials.

## IV. Definitions

**ULM Bookstore:** The ULM Bookstore, located on the campus of ULM, is the official bookstore of the university. University of Louisiana System (ULS) policy recognizes no functional difference between the ULM campus bookstore and any off-campus bookstores that serve our students. Upon request, the staff of the ULM Bookstore may provide assistance as to the availability of a text or particular edition and/or other textbook related inquiries.

**ULM Textbook Custodian:** ULS policy requires that ULM designate a central custodian of all textbook and related course materials, and that this custodian provide textbook information uniformly to all area bookstores. The Office of Auxiliary Enterprises has been designated as the ULM Textbook Custodian. Thus, it serves as the point of contact for all requests and/or inquiries regarding adoption information, including public records requests on textbook adoption.

## V. Policy Procedure

The guidelines listed below describe the responsibilities of the individuals and offices involved in textbook adoption at ULM. They are intended to ensure compliance with ULS policy and guidelines, address the cost of college textbooks and other instructional materials, and ensure the timely ordering of textbooks and other instructional materials.

1. *Responsibilities of the ULM Bookstore and the Office of Auxiliary Enterprises*
  - a. The ULM Bookstore, as the official bookstore of the university, is required to make textbook information available on their website at least 45 days prior to the start of a semester.
  - b. The Office of Auxiliary Enterprises, as the ULM Textbook Custodian, is responsible for informing students when textbook information is posted on the ULM Bookstore website.

All official correspondence regarding textbooks and course materials must be directed to the Office of Auxiliary Enterprises.

## 2. *Guidelines for Adopting Textbooks and Ancillary Materials*

- a. Textbooks for multiple sections of a given course are required to be the same. Each school director will determine and maintain a list of these multiple section courses. Instructors of online sections of 1000 and 2000 level courses are encouraged to use the same textbooks as those in the face-to-face courses. However, an instructor for an online course may use a different textbook and/or different homework management package so long as the content depth and level of thoroughness are the same as in face-to-face sections.
- b. All textbook adoptions for multiple section 1000- and 2000-level courses will be in effect for a minimum of two years from the date of adoption (four full-term semesters). If there is a change in the instructor following a textbook adoption, the new instructor must use the ordered text until the end of the two-year adoption cycle. When a situation arises that may warrant an exception to this policy, such as the release of a new textbook edition, faculty may request the exception through their academic dean to the ULM Bookstore.
- c. The practice of bundling of books and/or software can sometimes result in higher net costs to students since portions of the bundle cannot be bought back by the bookstore. Therefore, bundling is discouraged unless there is significant pedagogical justification or cost savings for the students.
- d. Faculty are encouraged to note the cost of each required textbook and consider whether the cost is reasonable.
- e. Courses utilizing texts or course material authored by an instructor or the program must be monitored to ensure quality and to verify cost fairness. If the material is developed by the program, there should be consideration as to whether a .pdf version should be freely available to all students via Moodle.

## 3. *Responsibilities of Academic Units Regarding the Adoption of Textbooks and Ancillary Materials*

- a. Each college is responsible for coordinating textbook adoptions with the ULM Bookstore to ensure adoptions are completed by faculty in a timely manner. Adoption deadlines are usually during early-mid October for Winter session and Spring semester; and early-mid March for Maymester, Summer sessions and Fall semester. Exact dates will be announced by the ULM Bookstore. After due dates, the bookstore will contact the school director or dean for an update on missing book orders.
- b. For courses other than those mentioned above in item V.2.a., the instructor of record has the responsibility for textbook selection and submission through the ULM Bookstore by the adoption deadlines. This includes certifying if no textbooks are required for a course. The school director has final responsibility for selection and submission through the ULM Bookstore for multiple section courses which are required to use the same text.
- c. Requests for any special required course materials (e.g., RF Pads, lab glasses, respiratory kits, and kinesiology models) should be made using the textbook adoption website of the ULM Bookstore.
- d. The use of supplemental printed materials (e.g., course packets, faculty-packs, study guides, topic outlines, workbooks, etc.) must have written permission from the publisher/author prior to having these materials printed for distribution to students. Failing to obtain proper

permission may result in copyright infringement and the university shall not be responsible in any way.

- e. Complimentary desk/review copies for faculty members may be requested by directly contacting the publisher before classes begin. If a desk copy does not arrive in time, a textbook may be purchased by presenting a properly authorized Interdepartmental Request to the ULM Bookstore. Upon receipt of the desk copy from the publisher the instructor may return the textbook to the ULM Bookstore in the same condition and the school/program will be credited for the original charge.
- f. Students are encouraged to seek “price-matching” for their textbooks at the ULM Bookstore. The ULM Bookstore shall provide a list of external websites/vendors that qualify for the price match, upon request by the student.

## **VI. Enforcement**

The Vice President for Academic Affairs is responsible for the enforcement of this policy.

## **VII. Policy Management**

The Vice President for Academic Affairs will be the Responsible Executive for the management of this Policy. The Vice President for Academic Affairs or his/her designee will be the Responsible Officer in charge of maintaining and disseminating it.

## **VIII. Exclusions**

None

## **IX. Effective Date**

This Policy will become effective on the date it is adopted and signed by the Vice President for Academic Affairs.

## **X. Adoption**

This policy is hereby adopted on this 30th day of January, 2018.



Eric A. Pani, Vice President for Academic Affairs

## **XI. Appendices, References and Related Materials**

This Policy aligns with UL System Policy FB-IV.XIII.-1a ("Textbook Adoption"), which may be found at <http://www.ulsystem.net/assets/docs/searchable/boards/FB-IV.XIII.-1a%20Textbook%20Adoption.pdf>

## **XII. Revision History**

Original adoption date: April 3, 2007

Revised: December 16, 2015

Revised: January 30, 2018. Condensed information for ease of comprehension; deleted information no longer relevant.