

Board Policies

ACADEMIC AFFAIRS

207.00 – Selection, Adoption and Ordering of Textbooks

Selection of textbooks shall be made after careful evaluation of the instructional value of the text. Changes in textbooks shall be recommended to the Vice President of Academic Affairs based on content, adoption date, copyright date, present inventory, and availability of the books from the publisher.

In order to ensure textbooks recommended for adoption meet the requirements established, all full-time instructors who will be using the text and the Department Chairperson will review texts being considered for adoption. Input is also sought from adjunct/part-time instructors who have taught the course for more than two semesters. The final recommendation will be submitted by a consensus of the full-time instructors and Department Chairperson.

Textbooks must be adopted for minimum use of three years, or the textbook publisher's rotation, or if any text is out of print, or if current text proves unacceptable.

Notice to change or delete a textbook is to be made in advance according to the timeline set by the bookstore. The selection of a new textbook is to be made following the guidelines in AP 207.

Any change in the adoption process must be approved by the Vice President of Academic Affairs.

Adopted October 18, 1971
Revised May 11, 1976
Revised February 16, 1981
Revised July 22, 1986
Reviewed July 11, 1989
Revised September 21, 1992
Revised July 21, 2003
Revised August 9, 2004
Revised July 21, 2008
Revised December 17, 2018
Reviewed January 16, 2024