Policy Number: 110

Policy Title: Text Selection

Review Dates: AAPC 11-13-2012

PPAB Approval Date:

**POLICY:**

Tenured and tenure-track faculty have the responsibility of selecting texts and related course materials.

**PROCEDURE:**

A selection committee of tenured and tenure-track faculty will approve a list of no more than three texts with different ISBN numbers to serve as approved texts. If an approved text has an e-book, the e-book does not count against the three-text limit, even if it has a different ISBN. Instructors teaching courses for academic credit must use one of the approved texts.

Each division will determine the criteria for membership on the selection committee for each course. Each division will also determine how texts are assigned to part-time instructors.

With selection committee approval, instructors may pilot texts not on the approved list for a period not to exceed two semesters. Use of such texts for a longer period requires the approval of the selection committee. In cases where a selection committee fails to approve a request for a pilot, the faculty member may appeal the committee’s decision to the academic division dean.

The chair, in consultation with the division dean, may approve instructors’ requests to use supplemental materials in their courses. These materials must supplement the text and not replace it.

The chair, in consultation with the division dean, may approve instructors’ requests to change textbooks after the order has been submitted to the campus bookstore.

Texts will be reviewed at least every three years by the selection committee. Once a text is selected, it should be used for a minimum of two years. Adopting a newer edition of a text without considering other texts does not count as a review.

**Conflict of Interest**

A conflict of interest may exist when a GPC employee is involved in the selection process and

1. the employee stands to gain financially from a specific textbook or software adoption, or
2. the employee was involved in the creation of ancillary materials for a textbook under consideration.

Working for a publisher in a capacity that is not related to materials being considered for adoption
does not constitute a conflict of interest, but must be disclosed.

If either a conflict of interest or the appearance of such a conflict is possible, the employee in question is permitted to participate in the selection process. However, the employee must disclose his or her involvement with the publisher:

1. to the Academic Discipline Dean before the selection process begins,
2. at the beginning of each meeting or discussion that is part of the selection process and in which the employee participates.

If the employee is a member of the selection committee, then the same disclosure must be included each time the committee distributes materials that contain information about the products that are being considered.

Approved by PAB 05/27/08
Approved by PPAB 02/08/11