Policy Number: 110  
Policy Title: Text Selection  


PPAB Approval Date:  

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

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.

**Approval of Electronic/Internet Components**

All third-party electronic software and services that accompany texts must be approved by the Office of Information Technology, using the OIT review process:

1) Check the list of approved third party software and services available on the OIT website. If the product or service is on the list, and the approval is less than two years old, the product or service may be used. If the product or service is not on the list or if the approval is greater than two years, the text selection committee should request a review by OIT as follows:

   a. The chair of the text selection committee should request an OIT review either through the OIT Service Desk or directly via a request form on the OIT website.
   b. The OIT personnel (Information Security, Academic Technology, etc.) will contact the requestor to review the product/service.
2) Allow 30 days for the approval process to complete. That is, request the review at least 30 days prior to the date required for a decision.

3) The text selection committees should narrow the number of products to a short list of no more than three items before requesting reviews.

**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