

BOARD POLICY**No. 216**

TITLE: Textbook Selection Policy

DATE ADOPTED: January 15, 2019

EFFECTIVE DATE: January 15, 2019

SUPERSEDES: July 18, 2006

Purpose:

The establishment of policy and guidance for selection of textbooks at Rowan College at Burlington County.

Scope and Applicability:

This policy applies to all full-time faculty, instructors and adjunct faculty members of Rowan College at Burlington County and to all courses taught under the sponsorship and control of the college.

Definitions:

A. **Primary Textbook:** The primary textbook for a course is the textbook that is required for all sections of that course and must be used by all faculty, instructors and adjuncts who teach the course.

B. **Supplemental Textbook:** A supplemental textbook, which is an optional (not required) purchase for students, is one that is recommended to serve as enrichment and or complement to the primary textbook, by an individual faculty, instructor or adjunct teaching the course.

Policy:

It is the policy of Rowan College at Burlington County that the selection of primary textbooks shall be carried out in a manner that provides maximum academic benefit to students and maintains consistency among multiple sections of the same course, and enables effective transferability of course work.

All faculty, instructors and adjuncts who teach the course (sections) shall use the same primary textbook.

The selection of a primary textbook should include consideration of educational quality and the cost of the textbook to select the best value for students.

Although price alone is not the sole factor in primary textbook selection, minimizing cost to students shall be considered when it can be accomplished without encroaching on academic standards.

Primary textbooks shall be adopted for a minimum of three years. Exceptions to this requirement may be granted by the Provost or his/her designee, an appropriate academic dean, for sound academic reasons, including publication of a new edition, or significant changes in course content.

The assignment of students to read/study only a partial or nominal portion of a primary textbook would represent an inconsistent application of this policy

Guidance:

The primary textbook for a course shall be selected by consensus of the members of full-time faculty or instructor of the program in which the course is taught.

The selection of primary textbooks shall be done in a timely manner and pursuant to a calendar promulgated by the Provost.



If a course is not taught by a full-time faculty or instructor, the primary textbook shall be selected by the Divisional Dean after consultation with any adjunct who teaches the course or faculty who teach similar courses.

President Date:

Chairman Date: