SON OP 40.605: Textbook Selection Policy

PURPOSE: To assure that textbooks for courses are selected with consideration for the curriculum and course objectives without undue costs for students.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

1.0 Policy

Textbooks are selected by the course facilitator(s) based on fit with the course objectives. The course facilitator(s), with input from course faculty*, where applicable, selects the textbooks. Whenever possible, consideration of expense to students in duplicating types of textbooks used in other courses is made. When there is no single choice, selection is then made in light of textbooks students are required to have in other courses. A textbook review should include:

- the rationale for the choice of required textbooks
- a list of other textbooks reviewed
- how the selected textbooks fit with others used in the curriculum, i.e. could some books be shared with other courses to reduce the cost to the students?
- a statement of decision if there is a potential conflict of interest; e.g. textbook authored by faculty member

*If a textbook authored by a faculty member in the course is considered for a course, the faculty-author shall not be included in the textbook deliberations.