OPERATING POLICY AND PROCEDURE

SON OP 30.200 - Textbook Selection

PURPOSE
The purpose of the policy is to ensure faculty consider quality and price of textbooks and learning materials and that students have adequate notice of required textbooks for each course to which they are enrolled.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

1. Faculty are responsible for evaluation and selection of textbooks and instructional materials for courses.

2. Required textbooks shall reflect the concepts and competencies addressed in the mission, values statement and program objectives of the curriculum, as well as align with the course description, and objectives.

3. Faculty will strive to minimize costs of textbooks and learning materials for students while maintaining the pedagogical quality of the educational experience.

4. Faculty are encouraged to adopt textbooks in the same edition for multiple years to enable buy-back and rental options for students.

5. Once textbooks are identified for each course faculty will submit the textbook order form to include the International Standard Book Number (IBSN) number and edition to the appropriate Undergraduate Unit Coordinator to route to the TTUHSC bookstore, and the Office of Student Affairs for publication.

6. Textbook lists will be published on the School of Nursing website and show the IBSN and retail price charged by the TTUHSC bookstore.

Developed: PSYW/bc 2/82
Revised: UPC 1/27/06, 03/09, MMJ 06/18
Reviewed: UPC 9/1/11, 9/1/13, 09/2020