



SUBJECT: Textbook Selection Policy

REFERENCE: SCP-5075, *Bookstore Textbook Procedures*

1. PURPOSE

To establish policy and procedures for selection of texts at Southern West Virginia Community and Technical College (Southern).

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time and adjunct faculty members of Southern, and to all courses taught by the College.

3. DEFINITIONS

- A. ***Primary Text*** — The primary text for a course shall be the text that is required for all sections of that course and must be utilized by the faculty teaching the course.
- B. ***Secondary Text*** — A secondary text for a course is that text required only for specific sections of a course as determined by the individual instructor of that section.
- C. ***Supplemental Text*** — A supplemental text shall be optional for a course and may include materials such as study guides, CD-ROMs, or other materials made available for by a publisher but may not be required by all instructors teaching the course.

4. POLICY

- A. The selection of texts shall be carried out in a manner which provides maximum academic benefit to students and maintains consistency among multiple sections of the same course.
- B. Although price alone shall not be a factor in textbook selection, minimizing cost to students shall be considered when it can be accomplished without compromising academic standards.

5. BACKGROUND OR EXCLUSIONS

All previous policies and/or procedures regarding selection of textbooks are superseded by this policy (SCP-3780, *Selection of Textbooks*, Effective July 1, 1984, Revised September 1, 2000).

6. GENERAL PROVISIONS



7. RESPONSIBILITIES AND PROCEDURES

- A. The primary text shall be selected by the full-time faculty who teach the course. If the course is not taught by any full-time faculty, the primary text shall be selected by the appropriate Division Chair after consultation with any adjunct faculty who teach the course and with full-time faculty who teach similar courses.
- B. Secondary texts shall be selected by faculty who teach sections in which those texts will be required.
- C. Supplemental texts may be selected by faculty and/or bookstores as deemed appropriate.
- D. All primary and secondary texts shall be approved by the academic divisions.
- E. Following division approval, the textbook request shall be forwarded to the office of the Chief Academic Officer.
- F. Primary texts shall be used for at least three years, although exceptions may be considered by the Chief Academic Officer. These exceptions would include, but are not limited to, the following:
 - 1. The publisher releases a new edition of the text.
 - 2. Significant developments in the subject matter necessitate an updated text.
 - 3. Significant changes in course content warrant a new text.
- G. Procedures for procuring selected primary, secondary, and supplemental texts shall be determined by the Chief Financial Officer or a designated representative thereof.
- H. The Chief Academic Officer shall be responsible for maintaining the official textbook list.

8. CANCELLATION

Replaces SCP-3780, *Selection of Textbooks*, Effective July 1, 1986, Revised September 1, 2000.

9. SIGNATURES

Board Chairman

Date

President

Date



Attachments:

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