

APPENDIX F

TEXTBOOK SELECTION PROCEDURE

1. Faculty in each department on each campus and outreach centers where faculty are assigned (regardless of cluster or any other organizational designation) shall select a primary text(s) for each credit, PSAV, and study abroad course.
2. Each faculty of each department on each campus may adopt a selection of supplemental texts.
3. If the same course is taught out of different departments, such as Honors, Independent Studies and English, these departments should be considered separate disciplines requiring the selections of different texts. Where Honors classes are taught within the same department as the non-Honors classes, only faculty who are Honors eligible for that class may vote on the selection.
4. All full-time faculty who are qualified to teach the course shall be included in the voting in each department. The Union Campus Vice President and the Union departmental representatives shall call a departmental meeting to review the choice of the primary text(s) (and supplemental texts if any) before the end of the two year period (or when otherwise necessitated).
5. Faculty shall compile a list of textbooks for consideration by November 1 in the year that a selection must be made.
6. The department chairs should have available copies of all those texts suggested by faculty in the discipline and provide a location where they may be reviewed.
7. The Union Representative from each discipline shall call two meetings of faculty for discussions between November 15 and March 1.
8. Faculty will have the first two weeks in March to review choices before making a final vote.
9. Faculty will then have a one week period in which to submit their final vote to the union representative via e-mail. Voting on textbooks for the fall semester shall be concluded by March 31.
10. The Union Representative from each department shall submit the final selection of texts to the department chair by April 10th, who will then place the order for these texts with the bookstore.