

When two or more instructors are teaching the same course, a uniform text(s) shall be used. In all courses, textbook selections will be determined by the full-time instructors involved.

Textbooks are adopted for a minimum of two years.

In the event that a more appropriate Open Educational Resource (OER) becomes available, adoption may occur before the expiration of the two-year period with the approval of the Chief Instructional Officer (CIO) and/or Curriculum Committee.

In the event that a textbook change is anticipated, the Chief Instructional Officer (CIO) and/or the Curriculum Committee Chair are to notify the bookstore manager and students at the beginning of the semester that the current text may not be used in the subsequent semesters. Also, bookstore management should make every attempt to promptly notify the CIO and/or Curriculum Committee Chair when new editions of textbooks are released.

A list of recommended resources, including books, shall be developed by the full-time instructors in a given discipline teaching those courses. Instructors in a given discipline are free to choose from any titles in this list and are encouraged to use an OER when and if possible. This list of resources for faculty to choose from must be shown to hold sufficient academic rigor. The approved textbook or OER list must be accessible and meet Section 508 compliance.

In courses that require extensive reading or other supplemental resources, a list of recommended resources, including books, shall be developed by the instructors teaching those courses. Instructors are free to choose any titles from this list and are encouraged to use OER.

Part-time instructors are required to use the same textbooks that are used in sections of the same course taught by full-time faculty. If a part-time instructor is teaching ~~only~~ the only section(s) of a class, he/she will be asked to recommend a textbook for approval by the Associate Dean or Chief Instructional Office (CIO) as appropriate.

All classes using OER exclusively will be so designated in the schedule of classes.