



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # 1.001

TEXTBOOK ADOPTION POLICY

Authority:	Academic Affairs	Effective Date:	02/28/19
		Last Revision:	02/28/19

PURPOSE:

Review and adoption of textbooks is an important part of assuring that information provided to students is current and of high quality. It is vital that faculty remain apprised of new publications and publisher changes in content and edition. The adopted textbook is used for all sections of a course. Adopted texts may be required or recommended.

POLICY STATEMENT:

Faculty members are responsible for the review and selection of textbooks and supplemental support materials used in classroom instruction. If there is a crossover of course content in more than one discipline, all affected disciplines should participate in the selection of textbooks. Individual faculty may not select different texts from those adopted by the discipline without approval from the Department Head, Dean, and VCAA. In all circumstances, where multiple sections of a course are offered, textbooks should remain consistent among the courses. Textbook adoptions should remain in effect for a minimum of two years, unless a new edition is made available.

Textbooks adopted should:


- Support achievement of course learning outcomes
- Be adaptable to a variety of learning styles
- Be consistent with reading levels appropriate for student use
- Promote high-order thinking
- Provide objectivity and be free of bias and prejudicial content
- Represent a good value for the student

The Dean or Department Head coordinates the adoption of all textbooks and course materials. Problems concerning texts and materials should be directed to the Dean or Department Head and not to the bookstore. The Dean or Department Head will approve adoption of new textbooks/materials and any subsequent changes and/or additions to the original orders. It is highly encouraged that instructors will implement the use of low cost to no cost Online Education Resources (OER's) when possible. Compliance to ADA accessibility standards is required for all OER's.

Distribution: Distributed Electronically via College's Internet (adopted from the 2020-2021 Faculty Handbook)

APPROVAL:

Reviewing Council/Entity	Approval Date
Policies and Procedures	02/28/2019
College Council	
Executive Cabinet	


[Kristine Strickland \(May 3, 2021 12:42 CDT\)](#)

Kristine Strickland, Ph.D.
Chancellor

May 3, 2021

Date