



POLICY & PROCEDURE DOCUMENT

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DIVISIONS: Academic Affairs
Finance & Administration

TITLE: Textbook Adoption Policy

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I. Purpose and Scope

This policy establishes the procedures through which instructors of WKU courses (1) identify the textbook(s) to be used in future course offerings and (2) inform the WKU Store accordingly.

The policy provides for notification on such a schedule that the WKU Store can make responsible business decisions as to textbook ordering and used text buyback from students, and it provides an optional "rollover" provision for textbook assignment.

The policy also provides oversight when faculty members require students to purchase course materials that bring financial benefits to faculty members.

This policy ensures that WKU is in compliance with the Higher Education Opportunity Act, Ref. II.2 & IV.3.

II. Policy

1. Academic freedom ensures that instructors of courses have the right to select, in accordance with any departmental policies that may exist, appropriate texts for the courses that they are assigned to teach.
- 2. Instructors are prohibited from selling materials used in course instruction to students, or to collect money for same, except with written permission of their Dean after the Dean has consulted with the Associate Provost for Faculty & Academic Excellence and the Assistant Vice President, Business Services who have the right of first refusal to produce and offer the sale of the material through the WKU Bookstore. The written permission request shall include the course, the semester in which it is to be taught, a copy of the materials involved and the**

proposed cost of the materials. The Dean and AVP for Business Services shall take into account all necessary rules for financial accountability.

3. Section 133(d) of the Higher Education Opportunity Act (H.R. 4137) of 2008 requires that “to the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall disclose, . . . , in a manner of the institution’s choosing, the International Standard Book Number [ISBN] and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule used for preregistration and registration purposes.” Section 133(e) of the HEOA further requires that the institution make available such information “to a college bookstore that is operated by, or in a contractual relationship or otherwise affiliated with, the institution, as soon as is practicable upon the request of such college bookstore.”
4. In order to provide the WKU Store with timely notification of the selected texts, instructors of record agree to provide the WKU Store with the title(s) (and, if appropriate, ISBN numbers) of selected texts by
 - a. April 15, for texts to be used in the fall semester immediately following;
 - b. November 15, for texts to be used in the spring semester immediately following;
 - c. March 15, for texts to be used in the summer term immediately following;
 - d. October 15, for texts to be used in the winter term immediately following.
5. On March 2 for the summer term, April 2 for the fall semester, October 2 for the winter term, and November 2 for the spring semester pending the release of a completed schedule from the Office of the Registrar, the WKU Store will distribute to each department head a list of courses under the aegis of that department for which a textbook has not yet been assigned. Department heads will assign textbooks for the courses on their respective departmental lists after consultation with the faculty members concerned. Department heads will ensure that textbook information is provided to the WKU Store by April 15 for fall semester courses, March 15 for summer term courses, October 15 for winter term courses, and November 15 for spring semester courses.
6. The WKU Store will, by default, assign the most recent edition of a text. Instructors may explicitly use, or retain, a previous edition number by informing the WKU Store accordingly by the dates specified in II.3. with the understanding that the WKU Store may not be able to supply an older edition for the course. The WKU Store will make every effort to find a suitable alternative in partnership with affected faculty member(s).
7. Textbook adoption information provided to the WKU Store by the dates shown above will be available on the WKU Store website at the start of class registration for each given semester.
8. The WKU store will agree to make books available to students by the first day of

classes to the greatest extent practicable.

III. Procedure

1. By the dates specified in II.3, instructors should notify the WKU Store of the intended texts and, if appropriate, ISBN numbers for courses to be taught in the pertinent semester.
2. Faculty seeking approval to adopt a textbook they wrote or to use materials they would profit by should submit the Faculty Textbook Approval form to their department head. The form should be approved by the department head and dean (or designee) and sent to the Associate Provost for review. The dean/designee has final approval. Approval for texts expire after three years and should be renewed unless a new edition is published in that period; each new edition should be approved. Course packets and other materials are exempt unless the faculty member profits from them.
3. Department heads should encourage compliance with this policy through appropriate notification to instructors.

Commented [HR1]: Removed Provost's Office and AVP for business as approvers. Kept Provost's Office in the loop for oversight of all approvals.

IV. Reason for Policy

1. This policy improves the communication process associated with textbook adoption and makes course materials available to faculty and students when they need, want and expect them.
2. This policy benefits faculty and students by creating an environment that allows cost-effective selling and repurchase of textbooks, benefiting both students and WKU.
3. This policy complies with the Higher Education Opportunity Act requirements to make textbook information available to students on a timely basis, thus allowing students to be more aware of the full costs of attending an institution of higher education.
4. This policy provides students full access to textbook information during the registration process, enabling them to shop for their textbooks at the venue of their choosing.
5. The policy provides administrative oversight to ensure materials written by faculty are appropriate for courses and reduces any perceptions of conflict of interest.

V. Reason for Revision

February, 2016

Update Section I., Section II.3. and Section II.6. to include textbook adoption information for the winter and summer Terms as well as process related changes.

February, 2022

Addition of new policy language as paragraph II, 2 to ensure appropriate oversight for materials required by faculty in courses they teach.