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MEMORANDUM

DATE: August 2, 2017

TO: Deans, Department Chairs, School Directors, and Faculty

FROM: Dr. Gary Perry
Provost and Vice President for Academic Affairs 

SUBJECT: PROCEDURES FOR SELECTING TEXTBOOKS FOR AFFORDABILITY

Florida Atlantic University is committed to implementing the procedures on Textbook and Instructional Materials Affordability in Florida Statute Section 1004.085 and Board of Governors Regulation 8.003. The purpose of this Memorandum is to provide further guidance for textbook selection established in FAU Regulation 3.004 to minimize the cost of required or recommended textbooks and instructional materials to students while maintaining the quality of education and academic freedom. The intent of this memorandum is to encourage faculty to embrace and balance each of these values.

TEXTBOOK AFFORDABILITY

Appropriate consideration should be given to selecting textbooks and instructional resources in the best and broadest interest of educational affordability for the student.

The FAU posting deadline of 60 days prior to the beginning of the semester is intended to provide students with time to choose the lowest cost option available for textbooks and instructional materials. The deadline also affords the University Bookstore time to provide the necessary number of books for rent -- which is a very popular low-cost option among students -- and new or used purchases. Electronic books frequently provide less expensive options.

Faculty and academic units responsible for ordering textbooks and instructional materials should ensure that low cost options are available from publishers. To work toward maximizing affordability, faculty should also consider Open Education Resources (OER) and other open-access textbooks and materials that are no-cost options for students. Faculty who are teaching online sections should use electronic textbooks or open access materials in lieu of conventional textbooks if quality resources are available through publishers or accessible websites. When

faculty are teaching an online section of a multi-section course and standardized course materials are used, faculty should choose the electronic version(s) of the same standardized materials whenever possible.

TEXTBOOK SELECTION

To meet posting deadlines, faculty need to plan their textbook selections in advance of the 60 day posting deadline prior to the beginning of the term. Department chairs or other administrators responsible for faculty assignments are encouraged to make teaching assignments in advance of the six-weeks prior to the term, if practicable, as specified in the Collective Bargaining Agreement to ensure adequate time for textbook selection. The typical protocol *for a faculty member who is teaching a course* should involve the following steps:

- Obtain possible texts and instructional materials for consideration from colleagues, publishers, and/or searches on the internet, including open-access textbooks and instructional materials.
- Review the options for quality, appropriate fit for the course, and cost to the student. The latter should include but not be limited to the availability of rental, used, and new textbooks, as well as digital textbooks and learning objects which are frequently more affordable.
- Select the textbook and instructional materials based on an assessment of the costs and benefits to the student.

Principles set forth by the American Association of University Professors (AAUP) “Freedom to Teach” discusses protocol for faculty who are teaching multiple section courses in which a single textbook is used. The section states that “shared responsibility bespeaks a shared freedom, which trumps the freedom of an individual faculty member to assign a textbook that he or she alone considers satisfactory” (AAUP, 2015, p. 28). To avoid even the appearance of any conflict of interest in courses with multiple sections in which a single textbook is used, an appropriate coordination protocol should be developed by each college, or where appropriate, each department within a college, and approved by the Dean. The amount of advance time required to ensure input from all full time faculty can be as much as 6 to 12 months prior to the posting deadline. The protocol should include the following components:

- A core selection committee comprised of full time faculty who teach the multi-section course should be convened. If the number of faculty is small, that is two to three full time faculty, the core committee could comprise all the faculty teaching the course.
- The committee should identify possible textbooks and instructional materials, including open-access resources.
- The committee should solicit anonymous input on the items under consideration from all faculty teaching the course, take the input under consideration, and then select the textbooks and instructional materials for further consideration.
- If feasible, the committee should consider piloting textbook options, request feedback from the instructors using the piloted textbooks, and provide all the faculty teaching the course access to the feedback.

- All full time faculty should discuss and vote on the textbook and instructional materials when all sections use the same textbook based on an assessment of the costs and benefits to the student.

Further demonstration of the institution's commitment to ensure that students obtain the highest quality product at the lowest available price include the following faculty initiatives:

- Distinguishing the required materials from those which are recommended. By identifying any materials as required, instructors certify that the students need these materials for the course. By identifying any bundled materials as required, instructors certify that students must obtain all the items in the bundle. When it is possible to obtain the bundled materials separately, instructors should specify only those materials which the students need for the course as required.
- Determining which edition(s) to require for the course, whereby the instructor's adoption shall constitute certification that a newer edition differs significantly and substantively from the earlier versions to warrant the change. When instructors do not believe this to be the case and when it will not impede the instruction of the course, faculty members may indicate on the adoption that students may obtain either the new or older versions as this will ensure affordability options to the students. Faculty should indicate the latter in the comments field of Faculty Enlight when posting their textbooks.

In no instance should either an individual faculty member, or an academic unit, accept financial incentives or royalties to adopt a specific textbook, including "course packs" with bundled instructional materials, that could be made available through Canvas at no cost to the student.

SELF-AUTHORED TEXTBOOKS

Faculty may require self-authored textbooks issued by an established publisher in which the author has no financial interest. Faculty may also require instructional materials that are self-authored by a single faculty member or a group of faculty when the quantity of materials cannot reasonably be made available through Canvas and the quantity of the materials is sufficient to warrant binding them into a substantive book provided to the student at cost. Use of these textbooks and instructional materials requires the approval of the Department Chair and are subject to the guidelines described above with respect to single textbooks and instructional materials used in multiple-section courses.

Faculty may not receive financial incentives including royalties from the sale of self-authored textbooks purchased by FAU students in the sections they teach or in sections they have any type of oversight or supervisory capacity. These royalties must be contributed either to the Provost's Greatest Educational Needs Scholarship fund or a scholarship fund approved by the Dean. A Textbook Selection Form that includes placement of the royalty's donation must be submitted by the author to the Dean when self-authored textbooks or instructional materials are required. The distribution arrangement of the monies in the fund must ensure that the author does not directly or indirectly benefit from the FAU royalty contribution to avoid either an appearance of a conflict of interest, or a conflict of interest in fact.

Faculty who require self-authored textbooks should include a statement in their syllabi indicating that royalties from FAU students are placed in a scholarship fund. The statement should specify the scholarship fund the author's royalties support.

When faculty author textbooks and sign contracts with a publisher, the contract is between themselves and the publisher. Faculty cannot sign contracts with publishers, or any other party, as a representative of the University. Only designated employees who are authorized by the University can negotiate and sign contracts on behalf of the University.

OTHER INSTRUCTIONAL MATERIALS

Faculty must post syllabi on Canvas. Any other course materials should also be made available to students through Canvas, including but not limited to handouts, assignments or project instructions, and so on.

TEXTBOOK SELECTION FORM

To ensure compliance with the procedures described in this Memorandum and ensure documentation for auditing purposes, a Textbook Selection Form must be submitted by the faculty to their Department Chair and signed by the Dean or his/her representative.

References

American Association of University Professors, *Policy and Documents and Reports* (2015). 11th ed. Baltimore: Johns Hopkins University Press.

FORM FOR SELECTING TEXTBOOKS FOR AFFORDABILITY

Course Title:

Course Identification and Number:

Textbook and/ or Instructional Materials Title:

Textbook and/ or Instructional Materials Author:

ISBN Number:

Part I. Faculty who are teaching *multiple section courses in which a single textbook and/or instructional materials* are required to certify by their signature below that the selections made are done in compliance with the procedures described in the Provost's Memorandum on Procedures for Selecting Textbooks for Affordability.

Part II. Faculty who compile instructional materials of a sufficient quantity to justify binding them into a substantive book, rather than making them available through Canvas, are required to certify by their signature below that the bound materials are made available to students *at cost* in compliance with the procedures described in the Provost's Memorandum on Procedures for Selecting Textbooks for Affordability.

Part III. Faculty who author textbooks, coursework or other instructional materials and require them for courses for which they are the instructor of record or have any type of oversight or supervisory capacity certify by their signature below that the royalties obtained from the sale of their textbook to FAU students have been (or will be) contributed to one of the two Scholarship Funds selected below in compliance with the procedures described in the Provost's Memorandum on Procedures for Selecting Textbooks for Affordability.

_____ The Provost's Greatest Educational Needs Scholarship Fund

_____ The _____ Scholarship Fund
that has been approved by the Dean

The faculty member also agrees to include a statement in their syllabi indicating that royalties from FAU students are placed in the selected Scholarship Fund.

*Faculty Member(s):

Date:

Department Chair:

Date:

Dean (or Designee):

Date:

*When multiple faculty members contribute to textbooks and/ or instructional materials please insert additional signatory lines.

This form must be maintained in electronic format by the respective College.