

1                                   **ARTICLE 12: TEXTBOOKS AND COURSE MATERIALS**

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3    12.1 – Textbooks and Course Material Adoption

4    A. Intent. For the purposes of this Agreement, and unless otherwise stated elsewhere,  
5    “Textbooks” include all required course materials. The parties agree that student access to  
6    affordable high-quality textbooks and course materials is critical to the academic success of  
7    students and consistent with applicable law. Textbooks and related course materials should  
8    support achievement of course learning outcomes, be adaptable to a variety of learning styles,  
9    and represent good value for students.

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11   The parties further agree that the choice of textbooks is a departmental responsibility with the  
12   selection of specific materials being a function of the faculty teaching a specific course. Faculty  
13   should be well-informed regarding the current and new textbooks available in their disciplines  
14   and should strive for consensus in adopting textbooks within their departments. This Article  
15   applies to all textbooks and course materials for all course sections regardless of delivery method  
16   (such as online, independent study, etc.).

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18   B. Selection Process. Recognizing that adoption of textbooks is a fundamental principle of  
19   academic freedom, the review and selection of textbooks and supplementary materials to be used  
20   are the prerogative and responsibility of all full-time faculty members (annual contract and  
21   tenured faculty).

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23       1. All full-time faculty members shall participate in the textbook selection process.  
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25       2. If the faculty member is the only full-time faculty teaching a particular course on a  
26       campus, he/she shall have the right to select the textbook for that course on that campus.  
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28       3. If two or more sections of the course are offered and are taught by two or more full-time  
29       faculty members on the same campus, or if the course is part of a sequence of courses  
30       that would normally use the same text, those faculty members shall have the right to  
31       serve on a campus faculty committee, as appropriate, appointed to select such texts for  
32       courses on that campus.  
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34       4. Review and selection of textbooks will be based upon the following as listed in order of  
35       importance.  
36           a. Content  
37           b. Cost to student  
38           c. Peer review  
39           d. Bundled availability  
40           e. Customization  
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42       5. When course objectives permit, adoptions should be for three (3) years, or as necessary, if  
43       the textbook enters into a new edition with sufficient updates to require a new adoption.

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6. Once a selection is made, the faculty member or committee, as appropriate, will forward the textbook adoption to the Dean’s office no later than the published deadline as provided elsewhere in this Article.

7. Each faculty member adopting a bundled package must complete and sign the bookstore's textbook bundle agreement form confirming that each individual item sold as part of a bundled package is required and used in the classroom. Furthermore, the faculty member must designate on the textbook bundle agreement form whether or not the bundle can be bought back from students and sold as a used package.

C. Deadlines. The College shall publish textbook adoption deadlines that are not greater than 120 days, and not less than 75 days prior to the first day of classes. When circumstances (including but not limited to situations such as late publication, course development delays, etc.) prevent an adoption by the deadline, faculty should be provided additional time as practicable to submit the adoption.

D. Publication. As early as feasible, but not less than forty-five (45) days prior to the first day of class for each term, the College shall post on its Web site a list of all textbooks required for each course offered during the upcoming term. Faculty may not add required textbooks after the Web posting without supervisor approval.

E. No employee shall demand or receive anything of value in exchange for requiring students to purchase a specific textbook or course materials.

F. Faculty are required to use the textbooks and all other course materials adopted by faculty and required pursuant to this Agreement.

G. Desk Copies. Once textbook adoptions are approved, the College shall ensure that each faculty member is provided a complimentary copy of textbooks selected for a course not less than sixty (60) days prior to the start of that course. Such assigned copies are the property of the College and shall be returned to the College upon request if the faculty member no longer teaches that course. Unsolicited textbooks provided directly to the faculty member by the publisher, sales representative, or other non-College source, are the property of the faculty member.

## 12.2 – General Considerations

A. Custom Texts. If the faculty member is the only full-time faculty member in a particular course, who wishes to select a custom-bound textbook, he/she may do so provided the following conditions are met and the use of custom texts does not conflict with efforts to standardize texts in general education and sequential courses.

1. The text covers the approved course objectives and competencies.
2. The custom text is less expensive than the committee’s selection.

- 88 3. The course is regularly taught by the faculty member(s).  
89 4. The maximum number of custom texts allowed for a single campus course is two (2).  
90 5. A custom text must be adopted for a minimum of two (2) years with three (3) years being  
91 preferred whenever practicable.  
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93 B. Special Approved Texts. A faculty member with special needs or one who is engaged in a  
94 special project or pilot course on a campus may request the Campus Committee to approve a text  
95 different from the committee-adopted text, provided the text covers the approved course  
96 objectives.  
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98 C. Consumable (Workbook) Texts. Consumable (workbook) texts may be selected by the  
99 appropriate textbook selection committee on a semester basis.  
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101 D. Faculty are encouraged to participate in cost-reducing initiatives such as the development,  
102 adaptation, and review of open-access textbooks, particularly for high-demand general education  
103 courses; adoption of materials college-wide and/or across multiple courses to increase buy-back  
104 and resale opportunities; and development of alternative learning materials.  
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### 106 12.3 – Compensation

107 A. As provided by Florida Statute 1004.085, no employee may demand or receive any payment,  
108 loan, subscription, advance, deposit of money, service, or anything of value, present or promised,  
109 in exchange for requiring students to purchase a specific textbook for coursework or instruction.  
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111 B. An employee may receive:

- 112 1. Sample copies, instructor copies, or instructional materials. These materials may not be  
113 sold for any type of compensation if they are specifically marked as free samples not for  
114 resale.  
115 2. Royalties or other compensation from sales of textbooks that include the instructor's own  
116 writing or work.  
117 3. Honoraria for academic peer review of course materials.  
118 4. Fees associated with activities such as reviewing, critiquing, or preparing support  
119 materials for textbooks pursuant to guidelines adopted by the State Board of Education or  
120 the Board of Governors.  
121 5. Training in the use of course materials and learning technologies.  
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123 C. Ownership and payment for faculty-developed materials shall be as provided elsewhere in  
124 this Agreement.