Textbook uniformity is endorsed district-wide for each textbook/instructional material. To ensure compliance with the Americans with Disabilities Act and Sections 504 and 508 of the Rehabilitation Act, all adopted textbooks/instructional materials must be accessible to all students. Textbooks/instructional materials shall be adopted for a period of at least two years, when possible. Out-of-print textbooks shall be used as supportive (i.e., supplemental) resources only.

**Procedure 3016.1**

**Approved Materials**

Each department shall designate recommended textbook/instructional materials for each course within the department.

Deans and Center Directors are responsible for placing orders for textbooks and/or course materials. Orders shall be submitted to the bookstore by the date indicated in the college’s contractual agreement with the bookstore. The method used for ordering textbooks shall be specified by the bookstore.

**Procedure 3016.2**

**Approval of New Textbooks and Materials**

When adopting new textbook/instructional material for a course, the following should be considered:

1. Academic issues, such as:
   a. Student learning
   b. Curriculum outcomes
   c. Advancement in theory and research;
2. Financial implications to students;
3. Availability of alternate formats (e.g. books on CD, e-text, Braille, etc.);
4. The impact on the various extended learning centers, dual credit classes and Online Campus.

In accordance with Arizona law, the Dean, in the context of determining textbooks and course materials, shall request from publishers the following written information:

1. A listing of relevant course materials offered by the publisher and whether each of the course materials are offered in a bundled package or sold separately;
2. The suggested retail price, the estimated wholesale price or the price that the publisher makes available to the public for the course materials;
3. The copyright dates for the previous edition if the copyright dates do not appear in the course materials;
4. A summary of the substantive content differences between the current edition of the course materials and the immediate previous edition.

The Vice President for Instruction/Provost shall develop and maintain a form for textbook adoption. That form shall be completed and submitted to the bookstore prior to the first use of the material. The form must include, as a minimum:

- Specifications for the textbook, including title, author, edition, date, publisher, and ISBN.
- Verification by the Office of Disability Services that the textbook is available in an ADA compliant format. Lack of ADA compliance shall not automatically exclude a textbook; but the Department needs to plan for accommodating students with disabilities.
- Verification by the Department Chair that all affected faculty members, including associates, have been notified concerning the textbook change.

After reviewing faculty recommendations, the Dean responsible for the instructional area shall be the final signature authority when adopting new textbooks or other material.

Each department shall adopt a procedure for approving textbook/instructional material exceptions. If an instructor desires to use a textbook/instructional material other than the recommended one(s), s/he shall submit a written petition to the department chair for an exception.

If consensus is not reached regarding the recommended textbook/instructional materials for a course, the Dean responsible for the instructional area will make the final determination after consulting with the department chair.

**Procedure 3016.3 Remuneration**

In accordance with Arizona law, no faculty member or employee shall receive any payment for selection or purchase of specific course materials, except that the individual may receive:

1. Free review copies, complimentary instructor editions, or instructional materials not intended for sale;
2. Royalties or other compensation from the sale of course materials that include the faculty member’s own work (see Policy 3024.2);
3. Honoraria for academic peer review of course materials; and
4. Training in the use of course materials and learning technologies.