

## **Textbook Selection Process**

(Revised January 29, 1999)

(Revision draft August 2005)

(Approved by COB faculty September 29, 2007)

The instructor of a course in consultation with the multi-section course coordinator shall review the appropriate textbooks and make a suitable recommendation.

When the course contains multiple sections, the department chair shall assign one of the full-time instructors who teaches the course to coordinate the textbook selection and ensure adherence to course syllabus. In these cases, the same textbook is required for all sections. Also, when the course is taught by an adjunct instructor, the department chair shall assign one of the full-time instructors to make the selection.

Faculty should use the textbook request form sent by the University bookstore.

The textbook selection recommendation shall be reviewed and approved by the department chair, who also must sign the bookstore request form.