



### Textbook Adoption Policy

<b>Policy Number:</b>	AA 06-003
<b>Policy Administrator:</b>	Provost & Vice President of Academic Affairs
<b>Policy Initiator:</b>	Associate Vice President of Academic Affairs
<b>Authority:</b>	<a href="#">Higher Education Opportunity Act</a> of 2008; <a href="#">SB 1359</a> : Identifying Courses with Free Course Materials in Course Schedule; CSU Coded Memorandum <a href="#">AA-2014-08</a>
<b>Effective Date:</b>	September 7, 2017
<b>Revised Date:</b>	
<b>Approved:</b>	President Thomas A. Cropper
<b>Approval Signature:</b>	/s/

**Purpose:**

The purpose of this policy is to ensure that California State University Maritime Academy (Cal Maritime) complies with federal, state and CSU regulations concerning textbook adoption.

**Scope:**

This policy applies to faculty, the campus bookstore, and the Office of the Registrar.

**Accountability:**

The Associate Vice President of Academic Affairs is responsible for administering this policy and ensuring compliance.

**Policy:**

It is the policy of Cal Maritime that all faculty submit their requests for textbooks, course readers, and other course materials to the campus bookstore by the due date established by Academic Affairs in consultation with the Office of Disability Services and the campus bookstore.

Faculty not ordering course materials from the bookstore must notify the bookstore of that fact.

The Office of the Registrar will be notified of specific course sections with zero cost course materials.

**Procedure:**

The Associate Vice President (AVP), Academic Affairs, in consultation with the Office of the Registrar, Office of Disability Services, and the campus Bookstore, will establish due dates for the timely adoption of textbooks, course readers, and other course materials ordered through the Cal Maritime Bookstore.

The AVP, Academic Affairs will announce the due dates for the entire academic year by March 1 of the preceding Academic Year. Specifically, and whenever possible, the due date for textbook adoptions will be no later than seven (7) days before priority registration dates. Faculty can request an extension of this due date by providing a rationale for a late adoption to the bookstore.

Faculty or lecturers who are assigned to teach courses after the textbook adoption date are strongly encouraged to use the textbook(s) already adopted by the department for that semester.

The appropriate academic administrator will allow all department chairs to indicate instructors for scheduled classes in advance of the textbook adoption due dates. The names of these instructors are indicated only to facilitate textbook adoption and are not a guarantee of employment.

The bookstore manager shall submit, annually to the AVP, Academic Affairs, and a performance report regarding the timely adoption of instructional material for fall, spring, and summer terms.

**In accordance with other CSU Bookstore Policies, additional strategies to ensure timely adoption may include the following:**

1. Departments may wish to create a contingency reading list for each of their current course offerings. This reading list could be used to order books for sections where no instructor has been assigned by the textbook adoption date.
2. The AAUP recommends the following: to maintain a sense of academic freedom, instructors hired after the deadline (and who must therefore use the department reading list or an earlier adopted text) may be encouraged to either support or challenge the paradigms advanced by these materials through lectures, discussions, articles, videos, or other accessible items. How predetermined readings are used, whether as a supporting tool or as a means of generating discussion, is entirely up to the instructor.
3. Departments are always encouraged to bring forward their own ideas/systems regarding the provision of textbooks (and other materials) that might make them more affordable or accessible.