

UWF/REG 3.040 Textbook Adoption

The Board of Trustees of The University of West Florida establishes the following procedures for minimizing the cost of textbooks to students while maintaining the quality of their educational experience and continuing to ensure academic freedom.

1. Course instructors shall adopt textbooks for their courses by sending a completed Textbook Adoption Form to the University Textbook Manager. Textbook adoption forms should be sent to the University Textbook Manager as soon as the instructor knows which textbooks he or she will assign to courses. Bookstore adoption due dates, which are set in order to provide sufficient time for the University Bookstore to work with publishers to confirm availability of the requested materials and to ensure maximum availability of used books, should be followed whenever possible. However, textbooks adoption forms must be sent to the University Textbook manager no later than forty-five (45) days prior to the first day of classes.
2. Textbook adoption forms for courses which are added, or where the course instructor was changed or assigned, after the forty-five (45) day deadline shall be adopted as soon as is feasible but in any event not less than 30 days prior to the first day of classes for each term. Course instructors shall make a copy of the Textbook Adoption Form and shall provide the copy to his or her Chair with the following additional information, as applicable:
 - a. The Instructor's confirmation that all textbooks and instructional items adopted will be used, including items sold as part of a bundled package;
 - b. If a prior edition of a textbook is available, the Instructor shall provide a statement indicating the extent to which the new edition differs significantly and substantively from earlier versions, and shall document the value of changing to a new edition; and
 - c. The extent to which an open-access textbook may exist and be used.
3. Any request for an exception to the deadlines specified in paragraph 2 of this regulation, for instance, in situations where the course or instructor was added or assigned within the 30 day period, shall be submitted in writing to the Office of the Provost prior to the deadline. The request shall be accompanied with a reasonable justification for an exception. When an extension is granted, textbook information shall be posted to the University's website immediately as such information becomes available.
4. The textbook listings shall include the following information:
 - a. the International Standard Book Number (ISBN); or
 - b. Other identifying information which shall include, at a minimum:
 - i. The title;
 - ii. all authors listed;
 - iii. publisher[s] and edition number;
 - iv. copyright date;
 - v. published date; and
 - vi. other relevant information necessary to identify the specific textbook required for each course.
5. A list of each required textbook for each course offering for the upcoming term shall be posted on the University's website no later than thirty (30) days prior to the first day of classes for each term.

6. The Director of Student Financial Aid or designee shall publish on the University web site the procedure through which students who cannot otherwise afford the cost of a textbook can obtain a textbook, including consideration of the extent to which an open-access text book may be used, and shall publish on the University website the procedure through which students can obtain required textbooks prior to receipt of their financial aid distribution, when necessary.
7. Course instructors and academic departments are encouraged to participate in the development, adaptation, and review of open-access textbooks and, in particular, open-access textbooks for high-demand general education courses.
8. No employee of The University of West Florida may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to make specific purchases. However, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees and both the outside activity requirements and conflict of interest restrictions set forth in the university's regulations, policies, and in collective bargaining agreements, an employee may receive:
 - a. Sample or instructor copies of textbooks or other instructional resources. These materials cannot be sold if they are identified as samples and not for sale;
 - b. Royalties or other compensation from the sales of textbooks that include the instructor's own writing or work;
 - c. Honoraria for academic peer review of course materials;
 - d. Fees resulting from activities such as reviewing, critiquing, or preparing support materials for textbooks; and
 - e. Training in the use of course materials and learning technologies.

Specific Authority: Florida Board of Governors Regulations 1.001, 8.003; Section 1001.74, Florida Statutes. History–New 6-4-2010; Amended 9/17/10.