F2.3 Textbooks and Instructional Materials

F2.3.1 Textbooks

The basic points of the policy for changing textbooks are as follows:

1. Responsibility for approving all textbook adoptions for a school rests with the dean.
2. A record should be kept on all existing adoptions.
3. Established procedure should be followed in the adoption of texts by using the appropriate adoption forms. Textbook adoption forms are available at the ECU Bookstore in the Student Union Building. Adoption forms for previously offered classes will be sent out by the bookstore approximately one month before textbook adoptions are due. Faculty may also adopt their textbooks using the bookstore's website www.ecubookstore.com.
4. Instructors are expected to use the text adopted for a given course. New instructors who want to change an adopted text should initiate the change through their Department Chair. However, textbook adoption time lines must still be followed.
5. It is the responsibility of the faculty member to check with the bookstore before and after enrollment to ensure that an adequate number of books are in stock.
6. If the instructor wishes to have other books in addition to the basic text available for students to purchase through the bookstore, arrangements must be made with the manager of the bookstore. It is expected that if an instructor requests the bookstore to order books, students will be required to purchase them.
7. Textbooks must be adopted each and every semester by the following deadlines: March 15 for summer books, March 15 for fall books, October 15 for spring books. When a textbook is to be adopted for the last time, notify the bookstore on the adoption form. New editions will not automatically be adopted unless the instructor so decides. The instructor will be notified by the bookstore if an old edition is not available in sufficient quantities to cover estimated enrollment.

F2.3.2 Instructional Material Policy

This policy is to comply with the requirements of the Oklahoma Statute 3241.1 and 3241.2 of Title 70. The following policy is to meet all of the requirements of Oklahoma Statute and shall not be altered unless amendments are made to the law.

1. Contracted provider bookstores shall
    - Provide students with the option of purchasing instructional materials that are unbundled when possible, disclose to faculty and staff the cost to students of purchasing instructional materials and disclose publicly how new editions vary from previous editions.
    - Actively promote and publicize book buyback programs. Information can be obtained on buyback available at www.ecubookstore.com.
    - Disclose retail costs for instructional materials on a per-course basis to faculty and staff and make this information publicly available at the bookstore and on the website www.ecubookstore.com.
2. University faculty and staff are encouraged to use other good practices to keep instructional cost as low as possible including providing online access where students can download material rather than having to purchase printed copies and being careful to require only material that will actually be extensively used during the course of the semester.

3. The university shall work with and seek input from representatives of faculty, students, publishers and contracted provider bookstores to develop instructional material policies.
4. Each publisher of instructional material used at the university shall make available to the faculty and staff
    - Price at which the publisher will make the instructional materials available to contracted bookstore
    - A list of revisions for the instructional material since the last publication, if any.
5. No employee or department of the university shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students to purchase specific instructional material or textbooks for coursework (or instruction).
6. An employee or department may receive:
    - Sample copies of instructional materials or textbooks, instructor copies of textbooks or other instructional material, that are not to be sold by faculty, staff or bookstore;
    - Royalties or other compensation from sales of textbooks or instructional materials that include the writing or work of the employee;
    - Honoraria for academic peer review of instructional materials; and
    - Training in the use of instructional materials and technologies.
7. No instructional material vendor or bookstores which contract with the institution to provide bookstore services shall solicit faculty and staff members for the purpose of selling free review instructional materials that have been provided by a publisher at no charge to the faculty or staff. Bookstore shall not permit wholesalers conducting buybacks on campus to accept review instructional materials from faculty or staff. No bookstore shall engage in any trade of any instructional material marked as or identified as free review instructional materials.
8. Appropriate section(s) of the current edition of the East Central University Faculty Handbook are hereby incorporated into this policy.