



POLICY STATEMENT #76

TEXTBOOK AND EDUCATIONAL MATERIAL ADOPTION

Policy

It is the policy of The University of North Carolina at Charlotte that the instructor of any course has the responsibility to select the textbook and/or educational materials specified for formal use in teaching the course.

The primary criteria for selection shall be:

1. Suitability of materials for the course and the curriculum of which the course is a part, and
2. Quality of the materials for the purpose.

Exception to the Policy

The general policy applies in all cases except if, in the case of:

1. Departmental Courses:
 - a. The department as a whole decides that an alternative policy for selecting required materials in all of its courses better serves its needs and goals;
 - b. More than one section of the course is being offered, in which case the department will select the textbook and/or materials unless the department decides it will authorize individual instructors to make the selections; and
 - c. There is a potential monetary conflict of interest resulting from the selection. In this case and prior to implementing the selection, the instructor will notify the chairperson of the potential monetary conflict of interest and an appropriate departmental committee must consider the matter. The committee, following consultation with the instructor, must confirm in writing the selection as the most appropriate under the primary criteria or return the issue to the instructor for an alternate selection. Examples of possible monetary conflict of interest are if the instructor would receive royalties from the sale of a selected textbook or has a substantial financial interest in the company manufacturing the material under consideration.
2. Interdisciplinary Courses:
 - a. The course is an intracollege offering in which case the exceptions for departmental courses shall apply with "chair" replaced by "dean" and "appropriate departmental committee" replaced by "appropriate college committee"; and
 - b. The course is an intercollege offering in which case the exceptions for departmental courses shall apply with "chair" replaced by "Provost" and "appropriate departmental committee" replaced by

"appropriate university committee."

Recommendations

Whereas suitability and quality must be the primary factors in the adoption of required texts and/or materials, costs to students of the materials should be a substantial consideration.

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