

Title: Textbook Adoption

Policy
No.: CUR 1.10

Date: 10/16/07
Rev.: 12/7/09

Areas Affected: All BSMSON Faculty

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POLICY STATEMENT: Guidelines for selection and adoption of textbooks for use throughout the curriculum

With the exclusion of current textbook edition updates, changes in textbooks are limited to every two years. Consideration and adoption will occur prior to the beginning of the academic year or if a course coordinator requests textbook adoption that would enhance learning objectives.

POLICY PROCEDURE:

- a. The Course Coordinator desiring to change a textbook will make a recommendation to the Curriculum Committee.
- b. Textbook(s) that address the content area(s) are ordered from vendors and placed in a designated room by the Librarian.
- c. Faculty are contacted to review the textbooks, three months prior to the academic year.
- d. Faculty will have up to two weeks to review the textbooks.
- e. Textbook selection will be brought back to curriculum to review with faculty input. In the advent of a new textbook change, the course coordinator will demonstrate how the textbook correlates to the course objectives.
- f. When a new edition of a current textbook is made available, the course coordinator has six weeks to adopt the new edition or to evaluate and recommend to the curriculum committee a change in textbook.
- g. Curriculum will inform all faculty of textbook adoption.
- h. The Book Store Coordinator will be notified in writing by email that a book selection has been approved by the Curriculum Committee.

Billings, D.M. & Halstead, J.A. (2009). Teaching in nursing a guide for faculty. (3rd Ed.). Saunders Elsevier. St. Louis, Missouri. p. 241, 483.

Reference Policy # _____

Approved by:

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Signature _____	Title _____	Date _____

Approval History:

Committees and Dates:
Curriculum Committee – 11/09
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