

AC 4: Course Materials Selection

4.1 Purpose

NS is committed to the principle that the selection of textbooks and supplemental material is the right and responsibility of the faculty member assigned to teach each course. These rights and responsibilities are subject to limitations allowed in this policy.

4.2 Guiding Principles in Materials Selection

Consistent with the mission of NS, faculty should consider the following when adopting textbooks and supplemental materials:

- Where possible, consider lower-cost, high-quality options such as older editions, online materials, eBooks, open educational resources, three-ring binder formats, and/or readers.
- Use the same textbook edition and supplemental materials for consecutive semesters, ideally for at least two years. This allows students to resell books to our bookstore or sell them to other students after the course ends.
- When possible, use Canvas to deliver material electronically in compliance with fair use and copyright laws.
- When possible, provide reserve copies of textbooks and supplemental materials to the library for loan to students.

Faculty must comply with the following when adopting textbooks and supplemental materials:

- Submit orders as early as possible, and no later than the school/department deadline, to allow the bookstore to order used copies.
- Ensure all adopted textbooks and supplemental materials will be used during the class. Avoid using bundled items unless students will use the entire bundled package.
- Select textbooks and supplemental material that meet accessibility standards (such as being readable by a screen reader, appropriate color contrast).

4.3 Selection Process

Within the timeframe and procedures established by the school/department, each faculty member will select the required textbooks and supplemental materials appropriate for their courses.

Each school/department may, at the dean or chair's discretion, select the required textbook and any supplemental materials for courses taught by full-time faculty who have not submitted an order by the established deadline, as well as for courses taught by adjunct faculty.

Deans and department chairs should not place undue influence on faculty members regarding the selection of course materials.

Programs or disciplines are not required to choose a standard textbook for courses. However, full-time faculty within a program or discipline may designate a standard textbook for courses taught by multiple faculty members. Decisions related to standardization should be made in consultation with all full-time faculty teaching the course and with consideration to the guiding principles above.

4.4 Compensation and Royalties

Receiving compensation other than royalties for adopting a textbook or supplemental materials may be unprofessional and unethical. Receiving usual and customary payment for reviewing textbooks or supplemental materials is acceptable.

4.4.1 Authors Assigning Their Own Text

There are no ethical problems with faculty authors assigning their own textbook or supplementary material provided that the selection is consistent with this policy. If a faculty member wishes to adopt a textbook or supplementary material they authored, these criteria must be met:

1. The published books must be properly copyrighted by the author(s).
2. The published books must be available for open sale.
3. The faculty member does not make sales directly to students.
4. The published books assigned as a textbook in a course are approved by the dean.

4.5 Related Information

- Faculty Request to Assign Self-Authored Textbook Form
- NSHE [Policy on Printed and Electronic Instructional Materials](#) (NSHE Handbook, Title 4, Chapter 14)

4.5.1 Revision History

- Approved by Dr. Serge Ballif on 5/08/2020; Dr. Vickie Shields on 5/15/2020; and President Bart Patterson on 5/27/2020.