

Textbook Selection and Auto-Adoption Policy, 3.01

Chapter 3: Academics

Responsible Office: Human Resources

Applies to: Faculty

Approved: 05/17/2022

Policy: Pursuant to Section 133 of the Higher Education Opportunity Act of 2008, Section 3345.025 of the Ohio Revised Code and the uncodified law section 733.20 in HB 110 in the 134th session of the General Assembly, Rhodes State College is required to disclose required and recommended textbooks and other instructional materials not later than the time at which students can first begin to register for a course. If the faculty member has not adopted a textbook and instructional materials in a timely matter for a current term, the textbook from the previous semester/year would be used. This policy is to encourage efforts to minimize the cost of textbooks for students, provide more transparency to students when they are purchasing textbooks and other instructional materials while equally maintaining the quality of education and the faculty's right to academic freedom.

The Academic Deans of the College will oversee the established procedures to administer this policy.

Guidelines:

I. Definitions:

- a. **Textbook:** A book used as a standard work for the study of a particular subject.
- b. **Instructional Material:** Any item, element or resource used to help achieve a learning outcome.

II. Purpose:

The purpose of the textbook selection and auto-adoption policy is to ensure that the College is in compliance with all applicable regulations and requirements related to the selection and assignment of textbooks and other instructional materials for use in courses offered at the College.

III. Responsibilities and Actions:

Faculty members are responsible for proposing the selection of instructional materials that will aid students in achieving course student learning outcomes. Textbooks and other course materials will be selected on the basis of quality and cost efficacy. Department Chairpersons will approve selections with the Academic Deans of the College overseeing the adoption of textbooks and course materials. If textbooks and/or course materials are not selected by the first day of class registration, then the faculty member is deemed to have selected identical materials (i.e. same title and edition) from the prior semester offering of the course. Faculty must use the program/department approved textbook(s) for each assigned course section.

Related Policies or Procedures:

[Copy Right and Licensing Policy 5.11](#)

[Use of Copyrighted Works Policy 5.11.1](#)

Compliance References:

Textbook Selection Policy (9/29/2017)

House Bill 110 Section 733.20, 134th General Assembly

33 Ohio Rev. Code. § 3345.025 (2017), available at <http://codes.ohio.gov/orc/3345.025>

Rhodes State College (BOT 2/20/96).

History:

	Date:	Reason:
Issued:	05/17/2022	Replaces Textbook Selection Policy last BOT approved 3/19/19
Revised:		

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.