

FAYETTEVILLE STATE UNIVERSITY

TEXTBOOK POLICY

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	Academic Affairs
Applies to:	●Faculty ●Staff ●Students
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Related Policies:	N/A
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I. INTRODUCTION

In 2006, the Board of Governors (Board) of the University of North Carolina approved several recommendations made by a subcommittee of the Board appointed to address student concerns over the rising costs of textbooks. The recommendations made by the subcommittee and approved by the Board have been incorporated into Fayetteville State University's Textbook Policy.

II. EFFORTS TO MINIMIZE THE COSTS OF TEXTBOOKS

A. Optional Materials and New Editions

The university recognizes that the selection of textbooks and materials for classroom use is the responsibility of the faculty. To minimize the cost of textbooks to students, the university encourages its faculty to consider the following:

- Making optional those materials that are not used extensively;
- Using alternative materials, such as digitized materials that can be licensed for campus use or electronic textbooks;
- Using “packaged” or “bundled” materials only when the additional materials prove valuable to students in their coursework; therefore, the faculty member should consider continuing to use an older edition or an unbundled option so more used texts are available; and
- Managing the use of new editions or changes in titles/texts to the extent that it does not affect the students' learning experience. Not changing to a

new edition or not changing texts completely means that more used texts are available and also usually means that students pay lower prices.

Faculty should also clearly communicate to students which textbooks are required versus “recommended” and should place textbooks on reserve in the campus library so as to increase options that are available to students.

B. Textbook Ordering

1. Deadlines

Established deadlines are set to allow sufficient time for the university’s bookstore to identify books that will be purchased during the buy-back process and to provide adequate time for books to be ordered so they will be available on or before the beginning of classes. Adherence to these deadlines will be monitored. The deadlines for submitting book orders are as follows:

- Fall Semester – April 15
- Spring Semester – October 21
- Summer Sessions – April 1

2. Effect on Book Prices

- a. Returning book orders in a timely manner is critical to minimizing the costs of textbooks.
- b. Substantial savings – usually 25% - to students occur when used textbooks may be purchased rather than new books. The bookstore is unable to purchase used books back from students if the book has not been adopted for the upcoming term. The number of used books available to bookstores from wholesalers is also limited. The likelihood of finding used books drastically decreases with the passing of each week. With textbook prices on the rise, used books are becoming increasingly attractive to students.

C. Textbook Committee

To examine issues associated with minimizing the costs of textbooks, the Chancellor shall establish a committee composed of university students, faculty, and the Director of Business Services. This committee will meet on an ongoing basis.

IV. FACULTY-AUTHORED PUBLICATIONS AND POTENTIAL CONFLICTS OF INTEREST

The development of textbooks and other educational material is a natural and desirable outcome of intellectual activity and is encouraged by the university. However, it is recognized that potential for conflicts of interest are present when textbooks and other educational materials produced by faculty members are required, recommended, or suggested for a class which the faculty member is teaching and when the sale of such materials produces financial gain for the faculty member. In such case where a faculty member wishes to use a self-authored textbook as a required text in a course that he/she is teaching, the process for determining whether to allow the faculty member to use the self-authored textbook shall be as follows:

Step 1: The faculty member shall present his or her written request to the academic affairs committee (or a similarly constituted body) of the faculty member's department. The committee shall review the faculty member's request and forward its written recommendation and the faculty member's written request to the chair of the department.

Step 2: After reviewing the faculty member's request and the committee's recommendation, the department chair shall forward his or her written recommendation (along with the initial written request and the committee's recommendation) to the dean.

Step 3: The Dean, upon receipt and review of the initial request from the faculty member and the recommendations from the committee and department chair shall determine whether a conflict of interest exists. The Dean's decision shall be final.

The production of educational materials such as class notes, workbooks, answer sheets, or custom texts intended *for use either exclusively or primarily* at FSU shall be provided to students at the department's or university's expense or at minimum expense such as the cost of reproduction if such materials are produced by a commercial entity or publisher. If a commercial entity or publisher produces the materials, the university shall be assessed no royalties or additional fees.

It is recognized that some textbooks and educational materials are produced for a national readership. In instances when a faculty member develops textbooks and educational materials primarily for national audiences, FSU may be assessed royalties or similar fees with prior written approval from the Provost and Vice Chancellor for Academic Affairs.

V. COMPLIMENTARY TEXTBOOKS

Complimentary textbooks, either solicited or unsolicited, shall not be sold for profit. The books may be maintained for faculty reference or contributed to a library for student reference.

No individual, group or company may seek to purchase or sell complimentary copies of textbooks on the university's campus.

The university's bookstore may not sell or purchase materials which are identified as complimentary textbooks.