

Approved AS Committee 3/7 2019

Textbook and Educational Materials Policy

1. According to NSHE policy, and in keeping with the ethics of academic freedom and the expertise of faculty, textbook and instructional materials selection is the responsibility of the faculty.

NSHE Policy on Instructional Materials. Textbook selection is the responsibility of faculty. Textbooks should contain current, relevant information for the course, as well as appropriate assignments and supplementary material when applicable. Textbooks should help faculty accomplish the educational objectives of a course. Faculty should exercise their expertise and professional judgment when selecting textbooks, and carefully consider the academic, professional, and ethical implications of criteria used in textbook selections. (B/R 6/04)

Definitions:

Standard Academic Sources: are those textbooks/instructional materials published and peer-reviewed by academic or technical publishing houses and thus vetted through the disciplinary review process in accordance with standard publishing practice.

Alternative “Self-Published” Sources: self-published textbooks/instructional materials are alternative sources written by an author(s) and published via alternative means (i.e., websites, links, CDs, etc.) that are not vetted through the standard academic/technical peer-review process nor published through standard academic/technical publishing procedures; this category does not include materials created for courses such as lectures, lecture notes, assignments, and the like produced by instructors.

2. Each department is responsible for determining whether part-time instructors may choose their own textbooks and/or instructional materials.

3. An apparent conflict of interest may arise when an instructor desires to use textbooks or other instructional materials authored/edited by the instructor and peer-reviewed in accordance with academic practice, and when the instructor will gain financially due to sales of materials. In such instances, the instructor must inform the appropriate dean of the decision and make that information available to students.

4. The use of “self-published” textbooks/manuals must be approved prior to use. The continued use of such materials in subsequent semesters will likewise be approved.

5. In order to ensure availability across the service area, textbooks and/or supplementary materials must be made available in the Great Basin College bookstore. In consideration of costs to students, instructors may inform students of alternative purchasing options. Instructors may not sell materials to students.

6. The selection of course textbooks/educational materials shall not be influenced by gifts, service, employment, stipends, or other economic opportunities in accordance with Nevada State Law. See Nevada Administrative Code §284.746

7. In accordance with NSHE policy, the cost of course materials shall be a consideration in (but will not determine) the selection process for instructional materials--academic standards and academic freedom have priority.

Procedures

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Standard Adoption

1. Full-time faculty are responsible for ensuring that the GBC bookstore is provided the details for selections by the due date established by GBC in addition to ensuring relevant information (title, author, date, edition, publisher, ISBN) is listed on course syllabi and relevant web pages.
2. If a full-time faculty has not chosen textbooks and/or instructional materials, the appropriate department chair or program coordinator/supervisor shall take on that responsibility and the appropriate dean will be notified as will the instructor.

Self-Published Adoption Approval

1. To provide some quality control, the use of "self-published" textbooks/manuals shall be approved by a review committee comprised of at least three tenured full-time faculty who have the disciplinary expertise to evaluate the self-published textbook/manual. This committee serves as a proxy for academic peer-review publishing standards.

The faculty member seeking approval for the adoption of self-published textbook/educational materials shall notify the appropriate dean the semester prior to sought adoption. The dean will coordinate with department/program to create a committee that will review the material prior to the semester for adoption. In the event there is a lack of appropriate discipline expertise at GBC, outside experts can serve on the review committee.

The review committee shall make a written recommendation to the appropriate dean who will finalize the decision in writing in the semester prior to proposed use. This report will be provided to the review committee, the department chair and/or program lead, and requesting faculty member.

Departments may challenge the use of self-published materials with documented cause. Concerns will be provided in writing to the review committee.

2. If revisions are made (in essence, a new edition) to a self-published source, details of the changes will be provided to the appropriate dean who may approve continued use of the source or will convene a review committee. In general, the continued use of approved self-published material shall be reviewed by the appropriate dean on a yearly basis or in accordance with course rotation.
3. The instructor must inform students the textbook/manual is self-published and approved by the GBC review committee and the dean.
4. The use of self-published materials in either electronic or printed form will not result in profit for the author(s) or other instructors using these materials. Faculty using such materials may not "sell" these materials to other faculty. If printing or producing electronic media is required for approved materials, the only costs to students shall be for printing/binding and/or the costs of CDs, jump drives, etc.