



University Policy Statement

UPS 300.011 **Faculty Selection of Instructional Materials**

I. Overview

This UPS outlines general policies and procedures for the selection of instructional materials by faculty and for the development of Department Instructional Materials Policies and Procedures. The term “instructional materials” used in this UPS refers to items, purchased by students for their personal use in courses, which are required by the faculty and are necessary for students to complete courses successfully.

Examples of instructional materials include traditional textbooks (in various formats including print, custom editions, and e-books), “open educational resources”, web-based services, compilations of printed materials in packets or readers, software, recordings, videos, sheet music, scientific supplies, and other similar materials.

II. Faculty Role in Selection of Instructional Materials

- A.** Selection of instructional materials is a crucial teaching role of the faculty at CSU Fullerton. “The freedom to teach includes the right of the faculty to select materials...for [courses for] which faculty members are individually responsible” (American Association of University Professors, Statement on Freedom to Teach, Nov. 2013). This right is constrained only when a department has adopted policies that mandate selection of specific instructional materials for certain course(s). It is the responsibility of the faculty to select materials that best support the learning goals for each course.
- B.** Selection of instructional materials and the policy and procedures governing their selection represent a balance among academic freedom and several external constraints, and between individual faculty judgment and the judgments of the academic community produced as a result of consensus or majority decisions. Accreditation requirements, prerequisite requirements, and assessment plans also shape selection decisions. Federal laws, including the Americans with Disabilities Act, require that Departments meet deadlines for reporting instructional materials selections each semester so that materials can be made accessible for all students. The Higher Education Opportunity Act requires the campus to publish an on-line list of all required instructional materials for each course (Public Law 110-315, § 112. Textbook Information). Department chairs or designees will provide to faculty the procedures for selection of instructional materials and the university deadlines each semester.

- C. Faculty members are responsible for understanding the Selection Guidelines adopted by the university (Section III) and must assure that selections of instructional materials are consistent with the provisions of this UPS. Faculty in each department may choose to develop written Department Instructional Materials Policies and Procedures that are consistent with this UPS (Section IV). If a department mandates specific instructional materials for any course(s) offered by the department, the department faculty shall develop a Department Instructional Materials Policy and Procedures at least for those courses (Section IV.B.). All Department Instructional Materials Policies and Procedures shall be developed following the processes established for faculty governance in the department, and be made available to all faculty in the department.
- D. Faculty members are responsible for providing to the department chair or designee an instructional materials order, by the university deadline, for every class section they are assigned to teach even if only to specify that no materials shall be ordered. Faculty members shall provide information on textbooks and supplemental materials (material developed to accompany the textbook) if required and should make every effort to provide a complete list of other course material/supplies required for the course to the chair or designee.
- E. If the bookstore order specifies that no materials are to be ordered, faculty shall not require that students purchase textbooks or related supplemental material (material developed to accompany the textbook) from an “off-campus” vendor. Faculty may not collect fees from students or sell materials directly to students.
- F. Faculty shall distinguish clearly in the course syllabus between instructional materials that are required and those that are optional.

III. Selection Guidelines

Selection Guidelines identify criteria that are to be considered by the faculty when selecting instructional materials for courses and when drafting Department Instructional Materials Policies and Procedures.

A. Selected materials shall:

1. Be accessible to all students in accordance with the campus Accessibility Plan and with campus deadlines to assure compliance with the Higher Education Opportunity Act (Public Law 110-315) (HEOA) Section 508 of the Rehabilitation Act (29 U.S.C. 794d).
2. Reflect academic rigor appropriate to the discipline.
3. Be consistent with current research in the discipline.
4. Demonstrate a close relationship to course learning goals and the course pedagogy.
5. Be regularly used in the course if required.

6. Be reviewed regularly, for example, at least every five years or when a new edition is published.

B. Consideration should also be given to:

1. Cost effectiveness, including the use of Open Educational Resources.
2. Certification or accreditation standards for courses that fulfill such requirements; when the certification or accreditation involves other department(s) or program(s), those department(s) or program(s) should be consulted.
3. The use of course packets or readers which are developed by faculty and the disposition of any royalties.
4. Ensuring that any selection of a faculty-authored text is justified relative to the selection guidelines listed above.

C. Faculty assigned to teach courses after orders have been submitted will be expected to use the materials ordered for their assigned course(s). There may be limited circumstances when changing orders after the deadline is necessary, but efforts shall be made to avoid changes that would impede the process of providing accessible materials for students.

IV. Department Instructional Materials Policies and Procedures

- A.** If a department chooses to develop Department Instructional Materials Policies and Procedures, they shall be consistent with this UPS.
- B.** If a department mandates specific instructional materials for any course(s) offered by the department (e.g., for all sections of a multi-section course that is taught on a regular basis, for a prerequisite course, or for assessment purposes), the Department Instructional Materials Policies and Procedures must also specify the following:
- a. Who may participate in the selection process; faculty who have written a text under consideration by the department may not participate in the discussion but may provide a written summary.
 - b. Who will complete the instructional materials order(s) for these courses.
 - c. How faculty may make known any concerns about the appropriateness of the mandated instructional materials, and how and by whom those concerns will be addressed. This will include a process for appeals.
 - d. How often the selection will be reviewed. Mandated instructional materials for courses with multiple sections shall be reviewed at least every five years or when new editions are published.
- C.** Prior to implementation, Departmental Instructional Materials Policies and Procedures shall be reviewed at the college level in order to assure conformance with this UPS. Each

College shall determine the appropriate procedure for the faculty review in consultation with the department chairs and program coordinators.

- D.** Departments with instructional materials policies or procedures developed prior to the adoption of this UPS shall submit those documents for review at the college level, to assure conformance with this UPS.
- E.** Departmental Instructional Materials Policies and Procedures shall be reviewed at least every 5 years.
- F.** In the absence of a Departmental Instructional Materials Policy and Procedures, the standards outlined in this UPS must be followed.

Source: Faculty Affairs Committee

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