

4013. ADMINISTRATIVE REGULATIONS ON TEXTBOOK ADOPTIONS

4013.1 This policy shall be administered by the appropriate dean.

4013.2 Each department shall establish its own procedures for textbook adoption and review. Different textbooks may be used for the same course. Textbook selections shall be approved by the department head and appropriate dean.

4013.3 The following regulations shall apply to the materials authored and published by the instructor for use in his or her class.

- A. Instructor-authored materials* shall follow the same procedures for approval as other instructional materials.
- B. Faculty will make the necessary arrangements with the ASB Bookstore regarding instructor-authored materials.

*Also see Administrative Regulations 4008 Materials Produced by Faculty and Staff

