

# CSUSB Procedures on Textbook Adoption

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The Higher Education Opportunity Act (HEOA) requires that universities make information on course materials publicly available at the time of the class schedule publication. Adoption of textbooks as early as possible also helps financial planning by students, provides savings for them, and enables timely production of accessible versions of course materials for those who need them.

For the purpose of this document, textbook adoption is categorized into three types: *first-time adoption*, *auto adoption*, and *adoption by late appointees*.

## First-time adoption

First-time adoption is adoption of texts by instructors who are teaching a class for the first time. First-time adoption instructors are strongly encouraged to adopt textbooks by the deadline, which is typically the start of the priority registration period. All units involved in textbook adoption—Academic Programs, Coyote Bookstore, Services for Students with Disabilities, Academic Technologies and Innovation, Teaching Resource Center, Library, as well as colleges and departments—will work together to assist instructors meeting the deadline for textbook adoption.

## Auto adoption

There are two types of auto adoption. The first type is adoption of texts that a department has decided to use across all sections of a course and over time. The Bookstore works with departments to adopt texts for these sections automatically each term. New editions and changes will be addressed between the Bookstore and departments.

The second type of auto adoption is adoption of texts that have been used by the same instructor in the past. At CSUSB, about 80% of the courses use textbooks previously ordered by instructors. The following procedures are established to automatically adopt textbooks used in the most recent past term in the previous two academic years if the instructor so decides but, at the same time, to provide the instructor ample opportunity and time to order different texts otherwise.

- Step 1. Two weeks before the start of priority registration for a term, the Coyote Bookstore sends out the first notice to instructors, departments, and colleges, calling for textbook adoption. An Excel data file will be attached, listing all and only those sections of classes that require textbooks. Each college is presented in a clearly-named sheet and, within each college, information is sorted by department. Auto adoption-eligible sections will be marked in a separate column. The notice informs instructors
- A. The deadline for textbook adoption (the start of the priority registration period).
  - B. That those instructors who have taught a section previously and plan to use the same textbooks they used in the most recent past term within the previous two academic

years, they do not have to respond, as these texts will be automatically adopted by the bookstore after the deadline.

- C. If a new edition of a textbook has become available since the last use by the same instructor, the Bookstore will auto-adopt the older edition if the last use is within the same academic year but will adopt the newer edition if the last use falls outside the same academic year. If the instructor agrees to these defaults, there will be no need to respond. If they do not or are not sure, they should contact the Bookstore.

Step 2. Two weeks after the deadline for Winter and Spring Quarters and six weeks for the Fall Quarter, the Bookstore sends out the second notice to auto adoption-eligible instructors, with information about textbooks in their respective classes, informing them that

- A. The most recent quarter of the textbooks they have used within the previous two academic years have been ordered for them, with specific edition information (See Step 1. C above). If they want to make changes to these adoptions, they should inform the Bookstore within five (5) working days.
- B. If they decide to make changes after five (5) working days, they will be required to fill out the Request for Late Change Form and obtain the signatures of the department chair and the signature of a representative of the college.

### Adoption by late appointees

*Late appointees* are instructors whose names do not show up in the class schedule at the start of the priority registration period. These instructors may be current faculty who have not been officially appointed to teach a particular class until after the priority registration period or faculty who are not hired until after the start of priority registration. It is acknowledged that late appointments are often a necessity in the university due to a multitude of operational, budgetary, or bargaining agreement-related factors.

Late appointees should attempt to adopt textbooks as soon as they can but no later than the deadlines specified below:

- A. Those late appointees whose names show up in the class schedule before the deadline should adopt texts by the deadline.
- B. Those late appointees whose names show up in the class schedule (4) weeks before the day classes begin should adopt textbooks within five (5) working days of appointment date.
- C. Those late appointees whose names show up in the class schedule one (1) week before the day classes begin should adopt textbooks within twenty-four (24) hours.
- D. Those late appointees whose names show up in the class schedule between three (3) and (2) weeks before the day classes begin should adopt textbooks within three (3) working days of appointment date.

It is the joint responsibility of the Coyote Bookstore and department chairs to notify late appointees of these deadlines.