

## NOTICE OF NEW REGULATION

November 6, 2009

### DEPARTMENT OF EDUCATION

Division of Universities  
University of North Florida

### REGULATION TITLE:

Textbook Adoption Requirements

### REGULATION NO.:

2.0600R

### SUMMARY:

The new regulation is promulgated in accordance with Florida Board of Governors Regulation 8.003. The proposed regulation establishes textbook adoption procedures with the intent to minimize cost of textbooks for students while maintaining the quality of education and academic freedom.

### FULL TEXT:

The full text of the regulation being proposed is attached.

### AUTHORITY:

Resolution of the Florida Board of Governors dated January 7, 2003 and Board of Governors Regulation Development Procedure dated March 23, 2006.

### UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:

Joann N. Campbell, Associate Vice President, Academic Affairs

### INDIVIDUAL TO BE CONTACTED REGARDING THE PROPOSED REVISED REGULATION:

Stephanie Howell, Paralegal, Office of the General Counsel, [showell@unf.edu](mailto:showell@unf.edu), phone (904)620-2828; fax (904)620-1044; Building 1, Room 2100, 1 UNF Drive, Jacksonville, FL 32224.

***Any comments regarding the amendment of the regulation must be sent in writing to the contact person on or before November 20, 2009, to receive full consideration.***

Regulation Number	Regulation Title	Effective Date	Revised Date
2.0600R	Textbook Adoption Requirements		
<b>Responsible Division/Department:</b> Academic Affairs and Administration and Finance, Auxiliary Services Department.			
<input checked="" type="checkbox"/> New Regulation <input type="checkbox"/> Revision of Existing Regulation <input type="checkbox"/> Repeal of Existing Regulation <input type="checkbox"/> Reaffirmation of Existing Regulation			

## I. OBJECTIVE & PURPOSE

This regulation establishes textbook adoption procedures with the intent to minimize the cost of textbooks for students while maintaining the quality of education and academic freedom. This regulation is promulgated pursuant to Florida Board of Governors Regulation 8.003.

Nothing in this regulation shall be construed to supersede the institutional autonomy or academic freedom of instructors involved in the selection of college textbooks, supplemental materials, and other classroom materials.

## II. STATEMENT OF REGULATION

- A. Each course instructor must provide the UNF Bookstore with textbook adoption information (information includes providing “no adoption required” if no textbook is to be utilized for the course) as early as reasonably possible but no later than 45 days before the beginning of the term. Providing the UNF Bookstore notice in this manner is to allow sufficient lead time for the bookstore to confirm the availability of the requested materials and, where possible, maximize the number of used books available.

The course instructor affirms by submitting the textbook adoption information that the books will be used during the course, including each individual item sold as part of a bundled package unless the individual items from the bundled package would cost more than the package as a whole.

When a course instructor requests a new edition of a textbook the instructor affirms by submitting the adoption information to the bookstore that the new edition differs significantly and substantively from earlier versions and that there is value to changing to the new edition.

It is the responsibility of each department chair to make sure that all faculty members in his/her department timely provide the UNF bookstore with the required textbook adoption information.

Any exception to the above deadlines / requirements must be submitted in writing to the Provost or designee prior to the deadline and shall provide a reasonable justification for an exception. Such exceptions might include instances when the course instructor has not been selected by the time of the required book order submission. The Provost's decision to grant or deny the exception is final.

- B. The UNF Bookstore will publish on the bookstore web site a list of each required textbook for each course offering for the upcoming term as early as reasonably possible but no later than thirty days prior to the first day of classes for each term, except where the Provost has granted an exception to the adoption deadline. The posted list shall include the following information for each required textbook.
  - 1. the International Standard Book Number (ISBN) or
  - 2. (a) all authors listed,
    - (b) publishers,
    - (c) edition number,
    - (d) copyright date,
    - (e) published date, and
    - (f) other relevant information necessary to identify the specific textbook required for each course.
- C. One Stop Student Services will publish on the University web site the procedures for applying for financial aid in order for students who otherwise cannot afford the cost to obtain the required textbooks for each course offering. One Stop Student Services, the Controller's Office and the UNF Bookstore will ensure a procedure is in place whereby students can obtain required textbooks prior to receipt of their financial aid distribution, when necessary.
- D. No UNF employee may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction. However, an employee may receive, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees, UNF's Code of Conduct and Ethics and the outside activity and conflict of interest requirements set forth in University regulations, policies and collective bargaining agreements, the following:
  - 1. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
  - 2. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
  - 3. Honoraria for academic peer review of course materials.
  - 4. Fee associated with activities such as reviewing, critiquing, or preparing support materials for textbooks.
  - 5. Training in the use of course materials and learning technologies.

Authority: Section 7(d), Art. IX, Fla. Const, Fla. Bd. of Gov. Regulation 8.003. New XX-XX-09.