

## **Selection of Textbooks and Related Educational Materials**

### **Reason for Policy**

To ensure that proper professional consideration has been given to the selection of textbooks and related educational materials and that such selection is consistent with the *Code of Ethics for College Officers and Employees* and the *Agreement Between the Board of Trustees of Mercer County Community College and the Mercer County Community College Faculty Association* (Faculty Contract).

### **Policy Statement**

A. Textbooks and related educational materials shall be chosen primarily for their academic value in support of student learning. It is the duty of the responsible faculty member(s) to use the most suitable educational materials for each course. Factors such as availability and price can influence textbook selection as long as academic value receives primary consideration.

B. Generally, textbooks and related educational materials should be selected for a minimum of three full academic years to facilitate cost savings to interested students via resale of used materials.

C. The only circumstances under which a faculty member may select a textbook or other educational material in which he or she has authorial, editorial or publication involvement, for use in a course that he or she is teaching or supervising, are if the book (1) has been peer-reviewed, (2) is published by a publishing house in which the author has less than a 10% financial interest, and (3) is intended for adoption and use by institutions of higher education.

D. This policy shall be implemented through administrative procedures and guidelines to be authorized by the President.

E. Failure to comply with this policy constitutes a violation of OMB380, *Code of Ethics for College Officers and Employees* and subjects the individual to disciplinary action.

Approved:

Board of Trustees  
September 20, 2007