



FGCU REGULATION 3.003

Textbook and Instructional Materials Adoption and Affordability

*Effective Date of
Regulation*

April 12, 2022

A. GENERAL STATEMENT

Pursuant to Florida Board of Governors (BOG) Regulation 8.003, Textbook and Instructional Materials Affordability, the Florida Gulf Coast University Board of Trustees (BOT) established a textbook and instructional materials (hereinafter course materials) selection and adoption procedures to decrease the cost of course materials to students, maintain the quality of education, and ensure faculty academic freedom.

B. APPLICABILITY AND/OR ACCOUNTABILITY

1. General Application

- a. For purposes of this Regulation, the term “Faculty” or “Faculty Member” shall mean an employee or employees in the United Faculty of Florida, FGCU Chapter (UFF-FGCU) Collective Bargaining Unit and any adjunct or out of unit employee or employees who are required to comply with the requirements of this Regulation.
- b. The University shall publish the course material adoption deadlines for the fall, spring, and summer terms of each academic year in the University Academic Calendar or other University approved publication. Pursuant to BOG Regulation 8.003, Textbook and Instructional Materials Affordability, course material adoptions must be completed and made available to students no later than forty-five (45) days prior to the first day of classes for each term. Academic Affairs will post the last day textbooks can be adopted by Faculty to provide sufficient lead time to the University’s bookstore partner to source accessible course materials.
- c. No later than the published course material adoption deadline for each term, each Faculty Member, or the department where applicable, shall identify the course material adopted for the course to be taught using the method defined by the official University’s bookstore partner.
- d. There shall be an exception process to the course material adoption deadline requirements which shall address, among other things, the situation when a Faculty Member is assigned to teach a course after the course material adoption deadline.
- e. Course material adoption information shall include the following information, as applicable:
 - 1) The international standard book number (ISBN);

- 2) The name(s) of the author(s) or editor(s);
- 3) The title;
- 4) The publisher;
- 5) The edition;
- 6) The copyright and publication dates; and
- 7) Other relevant information necessary to identify the specific required and recommended course materials required for each course.

The course material information will be included in the posting of required and recommended course materials on the University's website and/or the University's student information management system.

- f. When adopting items other than books for a course, the Faculty Member shall describe the items clearly to ensure that the student can determine what exactly is required for purchase.
- g. When requiring the purchase of a bundled package rather than one or more of its distinct parts, the Faculty Member or academic department must certify through the official University bookstore partner that the course will use all items in the adoption before the selection is finalized.

Prior to adopting a new edition of the course material currently in use, a Faculty Member, or the department where applicable, shall provide the Dean or designee of their college the extent to which the new edition differs significantly and substantively from the existing edition and the value of changing to a new edition or the extent to which an open- access course material may exist and be used. It shall be the responsibility of the college or department to make a final determination prior to the adoption of the new course materials. All records of such determination shall be kept in accordance with general records requirements.

- h. The Dean or designee of each college and unit will monitor the completion of the course material adoption application and ensure that each Faculty Member with an instructional assignment complies with the requirements for timely submission of the information required by the course material adoption process.
- i. Each semester, the Dean, or designee, of each college shall:
 - 1) Examine the cost of required and recommended course materials by course and course section for all general education courses;

- 2) Identify any variance in the cost among different sections of the same course;
 - 3) Identify the percentage of course materials that remain in use for more than one term;
 - 4) Submit a list of courses that have a wide variance in costs among sections or that have frequent changes in course materials to the appropriate academic department chair for review.
- j. In addition to the above protocol which addresses timely adoption of course materials, there are additional activities outlined in FGCU Policy 3.036, Textbook Adoption and Affordability, which will govern course material affordability.

2. Avoid Conflict of Interest

- a. No University 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 make specific purchases. However, an employee may receive, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees and the outside activity and conflict of interest requirements set forth in FGCU Regulation 5.012, Outside Employment/Activities, and the UFF-FGCU Collective Bargaining Agreement:
 - 1) Sample copies, instructor copies of textbooks, or other instructional materials. These materials may not be sold for any type of compensation if they are specifically identified as free samples not for resale;
 - 2) Royalties or other compensation from sales of textbooks and other instructional resources of which they are the author or creator, provided that such works are “published” and the University has agreed to waive this requirement in writing for materials sold to FGCU students;
 - 3) Honoraria for academic peer review of course materials;
 - 4) Fee associated with activities such as reviewing, critiquing, or preparing support materials for course materials; and
 - 5) Training in the use of course materials and learning technologies.
- b. Conflict of interest or potential conflict of interest must be reported consistent with the requirements of the Florida Code of Ethics for Public Officers and Employees and the outside activity and conflict of interest requirements set forth in FGCU Regulation 5.012, Outside Employment/Activities, and the Collective Bargaining Agreement.

3. Financial Aid

The University shall establish a policy and procedure to:

- a. Assist students who have qualified for need-based educational financial assistance and cannot otherwise afford to have access to the course materials necessary for the classes for which the student has registered;
- b. Assist those students who have applied and qualified for need-based educational financial assistance and desire to purchase course materials necessary for the classes for which the student has registered prior to the distribution of financial aid; and
- c. Assist students who have qualified for need-based educational financial assistance to purchase course pack materials, where applicable.

4. Reporting

- a. The BOT shall provide a report to the BOG Chancellor annually including the following information:
- b. The selection process for general education courses with a wide course variance and high enrollment courses;
- c. Specific initiatives of the institution designed to reduce the costs of course materials;
- d. Policies implemented regarding the posting of course material for at least ninety-five percent (95%) of all courses and course sections forty-five (45) days before the first day of class;
- e. The number of courses and course sections that were not able to meet the posting deadline for the previous academic year; and
- f. Any additional information determined by the BOG Chancellor.

Authority

HB7019 (2016)

Section 1004.085, Florida Statutes

BOG Regulation 8.003, Textbook and Instructional Materials Affordability

History of Regulation

New 1/19/10, Amended 01/15/13; Amended 04/11/17; Format Changed 05/22/17;

Format Changed 12/11/20; Amended 04/12/22

*Approved by the Florida Gulf Coast University Board of Trustees
April 12, 2022*