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Guidelines for Textbook Assignments

It is the responsibility and right of the faculty to select textbooks and other required materials for courses. At the same time, the University recognizes the requirements imposed by the Higher Education Opportunity Act (HEOA) of 2008 regarding the timely assignment and posting, for student view at the time of registration, of required course materials. To comply with the HEOA to the “maximum extent practicable,” the University establishes the following guidelines and practices.

1. For courses for which course materials are generally required (e.g., lecture, laboratory, lecture/lab, recitation/discussion, and seminar courses), the University will display to students the assigned course materials at the time of registration. This posting will include isbn numbers and whether the materials are required or recommended. The posting will also include a link to the campus associated bookstore and/or other internet sites to enable students to view prices of materials for individual courses. In cases where there is a change in the assignment of course materials for a course after registration has begun, the University will inform students registered in those courses of such changes.

2. The University will announce to instructors a deadline for submitting assigned course materials, both those that are required and those that are recommended, immediately after the course scheduling process (know as Event Planning) has been completed. This announcement to faculty will occur during the first week of October for upcoming Spring and Winter terms and during the first week of March for upcoming May, Summer, and Fall terms. The announced deadline for assigning course materials will be the day before priority registration begins (October 31 and March 31) for these two Event Planning seasons.

If, after a the timely assignment of course materials, an instructor chooses to change the assignment (e.g., adding, deleting, or substituting the materials), the instructor may do so up to thirty days before the beginning of the semester. Reasons for such changes may include discontinuance of a title, superseding of a specified publication, or availability of better teaching materials.

3. Faculty will be provided an online interface for entering course materials, along with convenient ways to recall their previous assignments and to search for new materials (e.g., via an isbn number).

4. Faculty are required to enter course materials by the announced deadlines, except for the following cases. These are cases where it will be accepted as not being practicable and/or academically appropriate to make course materials assignments by the established deadline. In these cases, the students will be informed that the assignment is still pending or that no course materials are required.

- A. a new course is being offered;
- B. a new instructor is employed to teach a course, for which the course materials assignment is generally considered to be the prerogative of the instructor (e.g., as opposed to a course for which the materials assignment can be made by a textbook committee or department chair);

- C. a course (and sections within a course) that is generally considered to be topical in nature, with the content being substantially different from one offering to the next;
- D. the following course types, for which the general practice is not to assign specific course materials: thesis and dissertation, clinical instruction, independent (individual) study, tutorial , studio, practicum or internship, and student teaching.

For lower division courses and for courses that have an enrollment of 50 or more students per semester, special effort should be made to make timely assignments (i.e., by the announced deadline) of course materials, even for courses that fall into categories 4A-4C . Instructors are required to assign course materials through the UM designed interface. This applies to courses taught at all campus locations and by all delivery modes, with the exception of Study Abroad.

5. Measures to ensure adequate postings:

- Each school/college will assign someone in the school's office to oversee the extent to which instructors post course materials assignments by the announced deadline.
- Reporting tools will be made available for school/college administrators and department chairs to monitor the course materials assignment process.
- E-mail notices will remind instructors of the requirement and deadline.
- Department chairs and school/college offices will review the cases where instructors fail to meet the announced deadlines or invoke the exceptions in paragraph 4A-4C. If the delinquent or missing assignments are not approved, the dean will work with the department chair to take appropriate action to ensure timely postings. In compliance with recommendations from the IHL Textbook Task Force, these actions may include administratively assigning for the course those materials used for recent offerings of the course.
- At the end of each year, a summary report of the extent of compliance, at the department and school/college level (not at the course or instructor level), with the above course materials assignment guidelines will be prepared by the Provost's Office for review by the Council of Academic Administrators, Faculty Senate, and other groups. The summary report will available for public viewing on the Provost's web site or other appropriate web site.