

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 23-A-XX

Approved by the Faculty Senate  
XXXXXX

**BRIEF SUMMARY:** This bill creates a Policy section and revises content for "Textbook Policies" in Chapter 3.

**REVISING "TEXTBOOK POLICIES" TO ESTABLISH A POLICY SECTION**

**BE IT RESOLVED THAT:** Subject to the passage and approval of both this bill and its companion bill establishing a corresponding Procedures section, "Textbook Policies" in Chapter 3 of the *Faculty Handbook* will be amended by replacing the existing content with the following Policy section (to precede the companion Procedures in the *Handbook*).

**Textbook Policy**

1           The objective of the ~~Southeast Bookstore/Textbook Rental Department~~ Textbook Policy is to  
2 support the educational mission of the University by providing ~~textbooks to the undergraduate~~  
3 ~~students through a cost-effective rental system.~~ students access to instructional materials to enrich  
4 their learning. Faculty should consider instructional value, access, and cost when selecting  
5 instructional materials.  
6

7           Generally, one text per course may be available for rental through the Textbook Rental  
8 Department. Any additional texts or other course materials (such as software, access codes,  
9 workbooks, etc.) not freely accessible must be made available for purchase through the Southeast  
10 Bookstore. Students pay a fixed rental fee per course. The rental fee(s) and costs for materials  
11 purchased through the Southeast Bookstore will be charged to the students' account and will  
12 appear on their university billing statement. The University encourages faculty to select  
13 Affordable and Open Educational Resources (A&OER) for use as primary or supplementary  
14 course materials when available and appropriate.  
15

16           ~~The University policy regarding the rental system is that textbooks~~  
17  
18 ~~shall be adopted for a period of two calendar years with a limit of one book per course and with all~~  
19 ~~sections of a course using the same text.~~  
20

~~A variance of the limit of one book per course is automatically granted for:~~

- ~~1. Five hour Courses~~
- ~~2. Volume I and Volume II books~~
- ~~3. Interdisciplinary Courses~~

~~Requests for exceptions from the stated policy shall be decided at the department or School of University Studies level and should be based on academic needs and sound financial principles. The bookstore manager will be available for consultation with the department chairperson when necessary.~~

~~In order to protect the financial soundness of Textbook Rental, adoptions will be processed in the following order: first, all requests in compliance with the stated policy, and second, all requests for exceptions to the stated policy in the order in which they were received by Textbook Rental until the limit of budget for new acquisitions is reached.~~

~~A report will be compiled and distributed each semester, stating the number of variations granted by each department. The reports will be distributed to the Administrative Council and the department chairpersons.~~

*Revised, July 1992, Updated August 15, 1997*

\*\*\*

<b>Action</b>	<b>Date</b>
Introduced to Senate	9/14/2022
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
Board of Regents Approval	
Posted to Faculty Handbook	