

**FACULTY SENATE                      SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 23-A-XX**

**Approved by the Faculty Senate  
DATE**

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

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

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

**Textbook Procedures**

Textbooks available through the Textbook Rental Department shall be adopted for a period of two calendar years with a limit of one book per course and with all sections of a course using the same text.

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 these procedures must be approved by the department chair and college dean in consultation with the Textbook Rental Department, and should be based on academic need. Textbook adoptions will be processed in the order received, followed by exceptions to the policy until the budget limit for new acquisitions is reached. If the budget limit has been reached, the chair and college dean of the affected department should consult with the Textbook Rental Department to determine whether the previous textbook must continue to be used.

All faculty teaching sections of the same course should consult on and agree to use the same textbook and additional materials. Newly hired faculty wishing to change a textbook for a course not taught by other faculty should consult with their department chair and the Textbook Rental Department. Textbooks for graduate courses cross-listed with a 400-level courses may be rented through the Textbook Rental Department. Textbooks for non-cross-listed graduate courses, as well as supplementary materials for all graduate courses, must be available for purchase through the Southeast Bookstore.

Faculty will submit textbooks requisitions to their department chair prior to the mid-semester deadline for the upcoming term, so chairs can submit the department's requisitions to Textbook Rentals

48 and the University Bookstore by the submission date. Departments must notify the Textbook Rental  
49 Department of new textbooks, textbooks which are being terminated and no longer need to be  
50 stored/retained, and any courses exclusively using A&OER. Exact submission dates will be  
51 communicated by the Textbook Rental Department. A list of departments whose requisitions have not  
52 been submitted by the deadline will be forwarded to the college deans for follow-up.

53  
54 Faculty should contact publishers directly for desk copies. However, copies of texts may be  
55 available to loan to faculty or graduate assistants only if extra copies are in inventory. Loaned copies  
56 must be returned in good condition within 14 days of the end of the semester or the department offering  
57 the course will be charged the cost of replacement. The affected department may require reimbursement  
58 from the person to whom the loan was issued.

59  
60 Faculty must notify the Textbook Rental Department if a student will be taking an Incomplete to  
61 facilitate a rental extension for the course's textbook.

62  
63 Detailed policies and procedures for the Textbook Rental Department can be found at  
64 [www.semo.edu/textbookrental](http://www.semo.edu/textbookrental)

65  
66  
67 *Revised, July 1992, Updated August 15, 1997*

68  
69  
70  
71

## PROCEDURES

Action	Date
Introduced to Senate	9/14/2022
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	

72  
73