

Piedmont Virginia Community College

Section I – Academic Affairs and Workforce Development Policies

I – 120.0 Textbooks and Educational Adoption

Effective Date: June 2007

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs & Workforce Development

1. Purpose

This policy describes the college's procedures for selection, adoption, and distribution of textbooks and other educational resources for credit courses with the goal of minimizing the cost of these resources while maintaining the quality of education.

2. Policy Statement

The full-time teaching faculty in each discipline shall select a textbook and/or educational resources for each course in that discipline. In disciplines where there is no full-time faculty member, the division dean will consult with the adjunct faculty on such selections.

If a traditional textbook is used, the full-time faculty in each academic discipline with assistance of the part-time faculty in that discipline shall select one (1) textbook for all sections of a course college wide. With the approval of the division dean, select course sections of a college-wide course may pilot the use of a different textbook or OER for possible future adoption.

Individual faculty members may select printed books in addition to the one textbook selected for the course with the approval of the division dean. Individual instructors who opt not to use a traditional printed textbook must get approval from the division dean.

3. Definitions

N/A

4. Applicability

This policy is applicable to all academic staff and all courses at PVCC.

5. Responsibilities

Full-time teaching faculty, division deans, part-time faculty, adjunct faculty, bookstore managers, and the Information Technology Department are responsible for managing the textbook process.

6. Procedures for Implementation

6.1 Selection Process for Faculty

Faculty should select a textbook that is suitable for the subject matter in a course, that supports appropriate pedagogical approaches to teaching within that discipline, that meets the stated student learning outcomes for the course, and that promotes the goal of providing a high-quality educational experience. Faculty should ensure that a significant portion of each adopted textbook and/or other educational resources will be used in the course.

If a faculty member chooses to use a traditional textbook, adoptions will be made with sufficient lead time so as to confirm the availability of requested materials, and where possible, to ensure maximum availability of used textbooks. Deadlines for submission of textbook adoptions are due to the bookstore on the following schedule:

- a) April 15 for fall semester,
- b) October 15 for spring semester, and
- c) March 15 for summer semester.

Printed textbooks, once adopted, shall be used for a minimum of three (3) academic years. Exceptions must be approved by the division dean.

6.2 Coordination with Other Departments

Faculty are encouraged to work with the bookstore to determine any less costly but comparable versions of textbooks and/or other educational resources to be adopted including previous editions of textbooks, electronic textbooks, rentals, and open educational resources (OER). Faculty members are also encouraged to work with the bookstore on the impact of selecting bundled materials and how those may limit students from utilizing used and rental textbooks and the ability to sell the textbook back to the bookstore.

It is the responsibility of the faculty in the discipline and the division dean to consult with Information Technology to determine any impact on college computers before the selection is made.

6.3 Responsibilities of the Bookstore Staff

The bookstore shall establish and communicate to all faculty and division deans and to the Bookstore Advisory Committee, textbook selection deadlines that support the provision of as many used or rental textbooks as possible.

The bookstore shall provide an electronic means of receiving approved textbook selections and of confirming textbook orders to the faculty and division to ensure ease of completion and accuracy.

The bookstore shall work with the Bookstore Advisory Committee to provide training to faculty as necessary to enable easy access to textbook cost information.

The bookstore, in concert with the faculty and division deans, shall provide information to faculty and students regarding means by which the bookstores can facilitate the use of open educational resources (OER) within the parameters of the college's contract with the bookstore.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A