
Instructional Materials

POLICY STATEMENT

Instructional materials such as textbooks, workbooks, electronic media, and software are integral to the instruction of a course and play an important role in the teaching/learning process. As such, selection of these materials is the responsibility of faculty. While full-time faculty are charged with the primary responsibility of selecting instructional materials, adjunct faculty are also encouraged to participate in this process.

Adoption deadlines will be established to enable publication simultaneously with schedules in accordance with state law. Any adoptions after these deadlines require the approval of the appropriate Dean/Associate Dean/Program Director. A faculty member may initiate a textbook adoption or modification by completing the “Textbook Adoption Form” available on the Yavapai College Faculty Forms website and following the guidelines.

Faculty members are encouraged to collaborate on the textbook and instructional materials adoption list for courses with multiple sections.

The timing of new textbook adoption and edition changes must involve considerations of instructional need, bookstore buybacks, and student purchase/buyback issues.

RESOURCE RECOMMEND

[AZ State Statute: 15-1891 College Course materials; information; definitions](#)

POLICY HISTORY

Adopted September 29, 2015
