

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section II - Academic/Students

**SUBJECT:** TEXTBOOK SELECTION AND ORDERS

**REVIEWER(S):** Provost

**I. POLICY**

The College will assure that course faculty have the primary responsibility for textbook selection and that an ethical, orderly, and efficient process is followed for selecting and ordering texts. MBS serves as the college's online bookstore.

**II. PROCEDURE:**

- A. All faculty who teach content included in a particular course will have an opportunity for input into text selection for that course.
- B. Individuals with potential for a financial gain from the textbook selection process will disclose that potential conflict of interest via the annual Conflict of Interest Attestation form or by contacting CHS Corporate Compliance.
- C. Faculty determine texts to be ordered for each semester including price estimate. *Program chairs are* informed of those decisions 12 weeks prior to the semester start.
- D. Once submitted to the *program chair*, but not later than eight weeks prior to term start, the book list will be filed with the official bookstore/textbook vendor.
- E. *The provost completes a final review of textbook orders prior to submission to the bookstore/textbook vendor.*
- F. The program deans, directors, and faculty contact the publishers to secure instructor copies, workbooks, and test banks as needed.
- G. *The provost reviews sales, agreements and other issues with the bookstore/textbook vendor account representative annually.*
- H. The Textbook Selection and Orders policy and procedure will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_

Title: President

Date: \_\_\_\_\_