

**UWG PROCEDURE NUMBER: 2.7.9 Textbook Ordering and Selection**

**Authority: UWG POLICY 2.7, (Teaching Responsibilities)**

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedures for compliance with UWG Policy 2.7 on Teaching Responsibilities.

The purpose of this procedure is to clearly communicate to UWG faculty the textbook selection and ordering procedures.

**A. Definitions**

1. **Textbook** – Book or similar instructional resource used in the study of a subject.

**B. Procedures for Textbook Selection and Ordering**

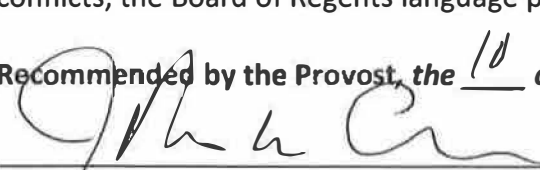
1. Faculty may require students to purchase textbooks.
2. Faculty textbook orders, either required or recommended, must be sent to the University Bookstore by the designated bookstore due date, prior to the beginning of the semester.
3. Faculty must consider student costs during the textbook adoption process in order to offer the best value to students.
4. Faculty may require textbooks authored by themselves and immediate family members with approval of a third party reviewer (e.g., Dean, Associate Dean, or Department Chair) (BOR Policy 3.10).
5. Faculty, or their immediate family, may not have any financial interest in the publishing company or take advantage of financial incentives such as the assignment or reselling of textbooks by publishers (BOR Policy 3.10).

Pursuant to BOR 3.10 Academic Textbooks Policy

**C. Compliance**

UWG follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails.

Recommended by the Provost, the 10 day of Jan, 2018.

  
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Signature, Provost

Reviewed by President:   
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Previous version dated: N/A

**Rules committee approved 10/4/2017**