

**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**

~~The objective of the Southeast Bookstore/Textbook Rental Department is to support the  
educational mission of the University by providing textbooks to the undergraduate students through a  
cost-effective rental system.~~

~~The University policy regarding the rental system is that textbooks~~

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-Five~~-hour Courses
2. Volume I and Volume II ~~books~~ Books
3. Interdisciplinary Courses

Requests for exceptions from ~~the stated policy~~ these procedures ~~shall be decided at the  
department or School of University Studies level~~ must be approved by the department chair and college  
dean in consultation with the Textbook Rental Department, and should be based on academic need ~~s and~~  
~~sound financial principles.~~ The bookstore manager will be available for consultation with the  
department chairperson when necessary. 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(s) must continue to be used.

~~In order to protect the financial soundness of Textbook Rental adoptions will be processed in the following order: first, all requests in compliance with the stated policy, and second, all requests for exceptions to the stated policy in the order in which they were received by Textbook Rental until the limit of budget for new acquisitions is reached.~~

~~A report will be compiled and distributed each semester, stating the number of variations granted by each department. The reports will be distributed to the Administrative Council and the department chairpersons.~~

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

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

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

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

*Revised, July 1992, Updated August 15, 1997*

## POLICY

| Action                     | Date |
|----------------------------|------|
| Introduced to Senate       |      |
| Second Senate Meeting      |      |
| Faculty Senate Vote        |      |
| President's Review         |      |
| Board of Regents Approval  |      |
| Posted to Faculty Handbook |      |

**PROCEDURES**

| <b>Action</b>              | <b>Date</b> |
|----------------------------|-------------|
| Introduced to Senate       | 9/14/2022   |
| Second Senate Meeting      |             |
| Faculty Senate Vote        |             |
| President’s Review         |             |
| 15 Day Review              |             |
| Posted to Faculty Handbook |             |