

Policy 4.2.3 Instructional: Instructional Material Selection

**TRI-COUNTY
COMMUNITY COLLEGE**

**INSTRUCTIONAL
INSTRUCTIONAL MATERIAL
SELECTION**

**POLICY
4.2.3**

- A. Overall responsibility for seeing that instructional materials are timely ordered rest with each department chair for their academic department.
- B. Instructors will order instructional materials utilizing the system developed by the College in partnership with the bookstore vendor.
- C. Requests for textbooks are to be made as soon as possible after the next semester schedule is completed. All requests should specify the course in which the textbooks are to be used.
- D. Deans, or their designees (department chairs, in most cases), will be responsible for acquiring textbooks for adjunct faculty.

Adopted: 5/24/18 BOT

Legal Citation: 1H SBCCC 300.3