

**WEST VIRGINIA UNIVERSITY  
SCHOOL OF NURSING**

**POLICY AND PROCEDURE FOR UNDERGRADUATE TEXTBOOK  
SELECTION**

**Policy**

1. Textbooks will be selected on the basis of the following criteria:
  - a. Reading level
  - b. Program level
  - c. Timeliness of content
  - d. Accuracy of content
  - e. Comprehensiveness of content
  - f. Cost effectiveness (cost vs. quality)
  - g. Analysis of book reviews
2. Textbooks will be selected for a class (cohort) and will not be changed for this cohort except for extenuating circumstances.
3. All teaching faculty who use a textbook may make a recommendation about its selection.
4. Course coordinators across campuses shall jointly review these textbooks annually. If there is lack of consensus about the choice of each textbook, all involved faculty will vote to select the textbook for that cohort.
5. After the textbook decision is made, the title shall be forwarded to the Associate Dean for Undergraduate Academic Affairs and the Undergraduate Curriculum Committee chairperson for consideration by the Undergraduate Curriculum Committee.
6. The Undergraduate Curriculum Committee shall respond in a timely manner to the course coordinator their opinion of congruence with curriculum concepts and prevention of duplication of content.
7. A record of all textbooks covered by this policy will be maintained in the office of the Associate Dean for Academic Affairs.

**Procedure**

1. Each faculty reviewer shall use the criteria stated above in policy #1 as a basis for recommendations.

2. Course coordinators across campuses shall actively seek reviews and recommendations from teaching team members and other faculty with expertise in the content/practice area.
3. The course coordinator whose course first requires the textbook covered by this policy is responsible for validating with other course coordinators that the textbook proposed will be adequate for subsequent courses in the content/practice area. For example, the nursing skills textbook shall be appropriate for sophomore and junior levels across campuses.
4. Books will be ordered by course coordinators according to each campus policy.