

## Negotiated Agreements between BAC and B&N Bookstore

Fall 2019 Report as of 11.6.2019

Academic Senate

1. **Book Ordering General Rule 1:** While book orders contractually need to be submitted to the Bookstore on or before March 1<sup>st</sup> for fall semester, April 1<sup>st</sup> for summer session, and October 1<sup>st</sup> for spring semester, the BAC committee recognizes there are a whole host of institutional reasons for why some faculty members may not receive a Course Schedule before these deadlines. *In the event that a faculty member, adjunct or fulltime, has not received a schedule by the appropriate ordering deadline, the general rule for book order deadlines shall be that any faculty member will place an order for a scheduled course within five business days from when the assignment was communicated to the faculty member, provided the schedule was not given on or after 30 days prior to the first day of instruction for that assigned course.*
2. **Book Ordering General Rule 2:** Because the laws surrounding DSPS legislation, we have all agreed that if no book has been ordered for a course not yet assigned to an instructor 30 days prior to the start of the class, and for Spring 2020 orders that date has been determined to be December 20, 2019, the department chair will submit a textbook requisition form in order on behalf of the instructor-not-yet-assigned to stay compliance with the law to have a textbook title available and visible for students.
3. **Book Ordering General Rule 3:** For adjunct or fulltime faculty members that are given a schedule prior to December 20<sup>th</sup>, but fail to place order by December 20<sup>th</sup> (30 days prior to first day of instruction), even after being notified by the Bookstore that the faculty has not yet ordered a textbook and that the course will be listed as “No textbook required,” then that faculty is responsible to deal with a course that has no textbook requirement. The responsibility falls on the faculty member.
4. **Book Ordering General Rule 4:** The points raised in Book Ordering General Rule 2 and Rule 3 will be noted on all future book requisition forms identified by an asterisk with the following language:
  - “Book orders are due October 1<sup>st</sup> or when the faculty member receives his/her assigned classes and the expectation is to have the book order submitted within five business days.”
  - “If a class has not been assigned to an instructor by December 20<sup>th</sup>, the department chair will submit the book order for that class.”
5. **Book Ordering General Rule 5:** Bookstore agreed to expedite any book order if it is their mistake, and, generally speaking, they will try to get all books out as quickly as possible based on operations and distribution of a third-party vendor, even if book orders are submitted after the deadline.