



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Availability of Instructional Materials

Effective Date: February 2019

TITLE: Availability of Instructional Materials

RATIONALE: To ensure accessibility to updated instructional materials

POLICY:

Textbook *and software* selection is the responsibility of the Education Director in consultation with the faculty assigned to the discipline. Textbooks, once adopted, must be used for a minimum of 2 years. The Education Director must approve exceptions.

In cases of courses involving more than one instructor, the process will include all faculty involved in that course. Textbooks should be continually evaluated considering criteria such as compatibility with course objectives, illustrations, writing style, readability level, assumptions of prior knowledge, cost, general layout and design, and availability for purchase.

The faculty will submit orders for textbooks and all materials needed to the Education Director. Faculty are responsible for ensuring that all materials chosen for the course will be available in a timely manner. The Education Director shall order desk copies of textbooks and instructor manuals for faculty members directly from the publisher once written request via email has been submitted by the faculty. In those cases where a publisher does not provide free desk copies of textbooks, the Education Director will purchase the desk copies required. Purchased copies remain the property of Princeton Rescue Squad.

Textbooks should be ordered a minimum of eight weeks prior to the beginning of the course.

RESPONSIBLE PERSONNEL:

Director of Education, Faculty