

3359-20-05.3 Textbooks, teaching aids, supplies, offices, and classrooms.

(A) Textbook selection.

- (1) Although selection of textbooks is the prerogative of the instructor(s) and subject to departmental policies, faculty members must keep in mind their responsibilities to students in choosing textbooks. Textbooks should be selected carefully, and cost should be kept as low as possible to be consistent with quality education. No textbook should be required by an instructor for any class if it is to be used only for occasional consultation. Faculty should remember that requiring the purchase of a textbook places an obligation upon them to ensure that that text is an integral and extensively used part of the course.
- (2) Changes of textbooks should be made only for sound pedagogical reasons. Normally textbooks should be retained by an instructor for at least one year. Last minute changes in book orders should not be made, since such alterations are inconsiderate of both students and those responsible for the ordering and stocking of course materials.

(B) Teaching aids.

- (1) The university operates fm station WZIP and faculty members may present programs over this medium.
- (2) Computer services are available for faculty use, particularly in research activities, according to computer center policy and resource limitations.
- (3) The learning technologies and scholar/learner services under the vice president for information technologies assists in the development of computer-based education software and the preparation of non-broadcast educational videotapes, original artwork, and photographic materials for faculty in support of classroom instruction along with films, slide/sound sequences, and multi-image presentations.
- (4) Teaching aids such as slides, graphs, film strips, and videotapes and audio/visual equipment are distributed by audio visual services.

(C) Supplies and requisitions.

- (1) The director of purchasing is authorized to commit the university for all purchases of goods and services. Commitments by any other member of the faculty or staff are in direct violation of the guidelines established by the board. Commitments made outside of these guidelines are not binding on the university and invoices covering these commitments may not be honored.

- (2) University requisition forms are provided by the purchasing department and must be used for all purchases of goods or services. Completed requisitions are to be forwarded to the purchasing department for processing and should include an accurate description of the material or service desired, suggested vendors, approximate cost, required delivery date and location, account code to be charged, and authorized signatures.
 - (3) The purchasing department follows bidding procedures as required by the state of Ohio and the university board of trustees. Any specifications, quotations, or correspondence pertaining to the desired purchase should be forwarded to the purchasing department with the requisition. The final selection of sources and vendors is the responsibility of the director of Purchasing. Sources suggested by the departments will be used whenever economically feasible.
 - (4) If a department wishes a rush order, they should deliver the completed requisition to the purchasing department. Departments should realize that rush should be used only when absolutely necessary.
 - (5) After the order has been placed, the vendor receives an official university of Akron purchase order and the requisitioning department is sent a weekly computer printout which shows by account number all purchases made during the previous week.
 - (6) All deliveries to central stores will be received, checked, logged, and forwarded to the proper department. Central stores should be notified immediately of any shortage, damage, or incorrect material received. Vendors should send all invoices to the purchasing department. If a department receives an invoice by mistake, it should be returned to the purchasing department for payment.
 - (7) Some miscellaneous office supplies and furniture can be purchased directly from central stores. A supplies catalog listing all items carried and their approximate costs is issued periodically to each department. A department wishing to buy such items from central stores should send a requisition describing the materials requested. All orders will be delivered by special services.
 - (8) The sale or disposal of any item is the responsibility of the director of purchasing. If a department has items they wish to dispose of, they should send a requisition to the purchasing department explaining exactly 'what action is needed.
- (D) University offices and classrooms.

- (1) Requests for permission to change classrooms must be directed to the registrar. No change in classroom from that assigned on the regular schedule may be made without the permission of the registrar. Permission to use any classrooms for any purpose must be obtained from the registrar.
- (2) Offices are provided by the university for all full-time faculty members and are assigned as needed. Each faculty member is expected to establish regular office hours and post classroom and office schedules on standard university forms.
- (3) Office and classroom furniture and equipment should not be removed from the assigned room without notifying property accounting. Whenever a faculty member wishes to transfer equipment, service from the department of physical facilities should be requested. Custodians are authorized to make temporary shifts in the location of classroom chairs. Any damaged, malfunctioning, or lost equipment should be reported to the department of physical facilities.
- (4) All requests for use of university facilities, other than for regularly scheduled classes, must be directed to the office of the vice president for finance and administration. As the conference and meeting rooms are used frequently, faculty members are advised to schedule rooms well ahead of the times when they are needed. The serving of beverages and/or food should be arranged beforehand through the appropriate office.

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