



# VIRGINIA UNION UNIVERSITY

## **POLICY IDENTIFICATION: TEXTBOOK SELECTION**

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS

RESPONSIBLE CONTACT: PROVOST/VICE PRESIDENT, ACADEMIC AFFAIRS

**EFFECTIVE DATE: January 5, 2026**

It is the policy of the University that teaching faculty are responsible for selecting the textbooks for their classes including using OER. This may include textbooks chosen by an appropriate departmental committee or by a committee composed of instructors teaching the course. Faculty members or department designees are responsible for ordering their textbooks through the VUU Bookstore. The University bookstore manager will provide each dean with sufficient order forms for each faculty member in their respective units. The instructor, the department head, the dean, and the vice president of Academic Affairs sign these order forms. All completed textbook forms are sent to the Division of Academic Affairs and delivered to the bookstore manager. OER designation or textbook orders must be placed at least two weeks before the start of classes. Faculty will be required to complete training in OER. These policies will be reviewed for updates and revisions, as needed.

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