



MEMORANDUM

To: Faculty and Adjunct Faculty

From: Gitta Montoto, Chair, Textbook Affordability Taskforce and Director, Faculty & Global Affairs, Office of the Provost

Date: October 26, 2016

Re: Textbook and Instructional Materials Adoptions for Spring 2017

Please declare the soonest possible via [FacultyEnlight](#) if you will require or recommend any textbooks or other instructional materials in the upcoming semester, which helps our students realize cost savings. If you will not require any materials, please also declare that via [FacultyEnlight](#). Early adoptions ensure that students have ample time to shop around and also keep inventories of books required at FIU in our bookstore rather than traveling to other institutional bookstores where such adoptions have been submitted early.

The latest legislation on [Textbook and Instructional Material Affordability \(HB 7019\)](#), in effect since July 1, contains some new stipulations. We continue to be required by law to post at least 95% of all required and recommended textbooks and course materials via the official system, [FacultyEnlight](#), 45 days prior to each term's first day of class. The institutional deadline for Spring 2017 semester adoption submissions for faculty is November 18th. After that day, department chairs will have 5 days to submit adoptions for course sections for which no response has been received, so that we meet the legal deadline of November 23rd. We will support you with additional reminders over the coming weeks.

Should you need assistance, please contact the bookstore staff via e-mail at fiubook@fiu.edu or by phone at 305-348-3923 or 305-348-3924. In case you experience any technical issues with our systems, please notify me with specific details so that we can investigate and correct any errors promptly.

Thank you very much for your cooperation.