

MEMORANDUM

To: Faculty and Adjunct Faculty

From: Gitta Montoto, Chair, Textbook Affordability Task Force and Director, Office of Faculty & Global Affairs

Date: October 22, 2018

Re: Textbook Adoptions for Spring 2019 Lectures and Labs

In preparation for the Spring 2019 semester, please declare the soonest possible via Faculty Enlight (now at fiu.facultyenlight.com, accessible with your FIU credentials) if you will require or recommend any textbooks or other instructional materials for a lecture or lab type course. If you will not require any materials to be purchased by students for a lecture or lab type course, please also declare that via [FacultyEnlight](#). All other course types, including Directed Individual Study, Graduate Dissertation/Thesis, Individual Performance Instruction, Internships, Supervised Research/Teaching and other, will default to “no materials required” and you do not have to take any action.

The institutional deadline for Spring 2019 semester adoption submissions will be November 16. If no adoption has been received by this deadline, department chairs will be asked to make adoptions on behalf of their faculty by the legal deadline, which is November 21. We will support you with additional reminders over the coming weeks.

NEW!

For your convenience, you no longer need separate credentials to access your Faculty Enlight account/history since Barnes & Noble and the Division of IT have created a Single-Sign-On solution. Either use this link [FacultyEnlight](#), or the “Faculty Enlight” link now embedded in Canvas, then verify your FIU credentials to get automatically logged into your Faculty Enlight account.

Early adoptions ensure that students have ample time to shop around for the lowest price and may take advantage of the FIU [Barnes & Noble Price Match program](#). It also ensures that inventories of books required or recommended at FIU remain 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, 2016, stipulates that we must 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.

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 at gmontoto@fiu.edu or by phone at 305-348-3763 with specific details so that we can investigate and correct any errors promptly.

Thank you very much for your cooperation.