

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, 2017

Re: Textbook Adoptions for Spring 2018 Lectures and Labs

In preparation for Spring 2018, please declare the soonest possible via [FacultyEnlight](#) if you will require or recommend any textbooks or other instructional materials for a lecture or lab in the upcoming semester. If you will not require any materials to be purchased by students, 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 2018 semester adoption submissions is November 17.** After that day, department chairs will have 5 business days to submit adoptions for course sections for which no response has been received, so that we meet the legal deadline of November 22. We will support you with additional reminders over the coming weeks.

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](mailto: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](mailto:gmontoto@fiu.edu) with specific details so that we can investigate and correct any errors promptly.

Thank you very much for your cooperation.