



MEMORANDUM

To: Faculty and Adjunct Faculty

From: Meredith A. Newman, Ph.D., Vice Provost for Faculty & Global Affairs

Date: November 13, 2015

Re: Spring 2016 Deadline to Post (Adopt) Required Course Materials

I would like to thank our faculty colleagues who have already submitted their required course materials including textbooks, study materials, and e-texts for the Spring 2016 semester via the [FacultyEnlight](#) online system (at this time 42% are in). This serves as a friendly reminder that all required course materials must be posted in [FacultyEnlight](#) by **November 20**, which will give enrolled students ample time to shop around for the best price. Should you not require your students to purchase any course materials, please also access the [FacultyEnlight](#) system and state so by simply clicking “no text required.”

Out of appreciation to faculty who submit required course materials for all their Spring 2016 courses by November 20, FIU Business Services will provide two individual airplane tickets within the continental U.S. which will be awarded to two faculty whose names will be chosen via a drawing. We hope that this gesture will generate an even greater response and get us to 100% [Textbook Affordability](#) compliance as is mandated by the legislature.

Please find attached a step-by-step guide on how to post (adopt) your required course materials for your convenience.

Thank you very much for your cooperation.