

## **Timely Adoption of Textbooks/Instructional Materials for Accessibility (Approved February 28, 2008)**

It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability. As part of that policy all CSUN faculty shall, whenever possible, submit their textbooks and/or instructional materials requests by a University deadline established by Academic Affairs that is to be included in the University calendar and that is not less than (8) weeks prior to the beginning of the semester.\*

\*Academic Affairs interprets the recommended Senate Policy as follows:

Faculty members must submit book orders and other instructional materials orders no later than eight weeks before the beginning of the semester; and departments must submit orders for sections that do not yet have instructors assigned to them no later than eight weeks before the beginning of the semester.

This policy does not apply, however, to instructional web sites, links from those web sites, and supplementary materials that are attached to them. See the other policy at <http://www.csun.edu/accessibility> for details. In brief, all new instructional web sites must be compliant by fall 2008, with older sites updated for accessibility as they are used publicly. The appropriate administrator can allow alternative ways of meeting this requirement if indeed compliance is excessively challenging or burdensome.

“Whenever possible” cannot be invoked willy-nilly to get around compliance with applicable law, or with the practical requirement to submit textbook and other instructional materials orders at least 8 weeks prior to the beginning of the semester for all instructors and for all scheduled sections not yet staffed.

“Whenever possible” is not to be interpreted or implemented as a matter of convenience, department or faculty preference, or department or faculty past practice. For instance, one cannot invoke travel, work schedule, or academic freedom to support a claim that it is not possible to comply. A sudden cancellation of a preferred textbook, an unanticipated illness, and/or other circumstances completely outside the control of an individual faculty member or department may constitute such grounds, subject to review and agreement by the dean based on the specific circumstances. In the case of disagreement, the dean will submit that judgment and relevant explanation to the department chair.