What should we do about courses that are not assigned to faculty members or adjuncts by the publicized deadline—i.e. classes still marked “Staff” at the time of registration?
The HEOA requires that course material information be provided at the time of registration “to the maximum extent practicable.” If an instructor has not been assigned to a given course, a departmental administrator may indicate that course materials are “To Be Determined.” For courses that always use a standard textbook, it is strongly recommended that a departmental administrator enter that textbook information even before an instructor is assigned.

An instructor has been assigned to a course after the BookList deadline. How quickly do they need to create a course materials list for their course?
It is the responsibility of department chairs and/or department administrators to ensure that faculty members promptly create a course materials list after they are hired to teach a course. New or newly reappointed faculty members will be able to edit their course materials lists in BookList the day after their official hiring is completed and processed.

Do we have to leave it up to individual faculty members to create textbook lists for their courses?
Different departments have different needs, and if you wish you may choose a departmental administrator to enter in the course materials list for all of your department’s courses, or for selected courses (e.g. all required courses). If you want to assign administrative access to a staff or faculty member but do not have the privileges to do so, contact your campus BookList administrator (see page 29).