

# *The Ethical Professor*

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## **Timely Submissions**

Are your **textbook orders** still sitting on your desk? We were startled to learn that 40 to 50 percent of orders are not received by the bookstore on time. It can be tempting to set aside such tasks when we are focused on our current students' needs. As faculty our priority is the classroom rather than such "administrative" tasks, but it comes with the territory. The fact that the orders are due long before the term starts and in the middle of our current classes, makes it inconvenient, but consider the cascade of consequences that flows from late submissions. Here are some of the reasons for getting book orders in on time.

- **Ordering early/ on time ensures that books are on the shelves before the semester starts.** It is in our interest to place our orders before the publishers are inundated with orders. Also, course packs often require copyright permissions and this process can be quite time-consuming.
- **Problems with orders can be identified and resolved in a timely fashion.** For example, if a book is unavailable the instructor has time to choose a different title and adjust the syllabus.
- **Shipping costs are kept to a minimum.** Publishers often reduce rates for early orders; placing one large order is less expensive than placing several small ones.
- **Students will also save money.** The earlier we are able to order, the more used books we are able to purchase from the used book companies. Also, students receive more for books that will be used again in the next term.
- **There are shorter lines during textbook rush.** When books are available before the start of classes students can buy their books when the store isn't crowded, leading to shorter lines.
- **There is also an issue of collegiality and camaraderie.** Failure to meet such deadlines puts others (Secretaries, Department Chairs, Managers, etc.) in the somewhat unpleasant position of having to act as enforcers or disciplinarians.

When textbook adoptions are submitted late, it causes problems, expense, and stress for everyone - students, faculty, bookstore staff, book vendors, and freight carriers. This is a completely avoidable situation. Please do your part in making SMC a "well-oiled machine" by meeting all your submission deadlines.