

Process for Piloting a Textbook

1. Level coordinator submits a request to the textbook committee to pilot a text. The level coordinator should complete the textbook review form found on Facebook (http://www.udel.edu/eli/facbook/text_review.pdf) and submit the form along with a copy of the text to the Textbook Committee Chair. This request should be submitted as early as possible in the session if piloting is to begin the following session.
2. Upon approval by the textbook committee, the text will be ordered so that it is delivered to the UD bookstore in time for the start of the following session.
3. Teacher(s) pilot the text for 2-3 sessions.
4. At the end of the first session of the pilot, all teachers who used the text are asked to complete an online textbook review form.
5. Step four is repeated if the text is piloted for a second session.
6. All textbook committee members will review the completed surveys and the text to ensure that the majority of teachers recommend adopting the text and that the text is in alignment with the curriculum. The textbook committee will vote on whether or not to adopt the text. In order for books to be ordered in time for the following session, the decision about whether to adopt a text must be made prior to week five of an eight-week session or week four of a seven-week session. For this reason, it is important for teachers to complete the online textbook review form as soon as possible after piloting a text.