

American Chemical Society



# QuickStart Guide to the 2024 Annual Report

Office of Higher Education | [CPT@acs.org](mailto:CPT@acs.org)

April 2024

# Links and Resources



If you have questions or technical trouble, please email [CPT@acs.org](mailto:CPT@acs.org).

- [CPARS Institution Portal Sign-In](#)
- [2023 Guidelines for ACS Approval](#)
- [CPARS Information & Training](#)
- [Information on maintaining ACS approval](#)

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# Navigating the Report Form



## ANNUAL REPORT

Jump to each section by clicking the breadcrumbs at the top of each page.

Sections can be completed in any order. You do NOT need to finish one page to move to the next.  
(Be sure to save your work!)

Save

Save and Exit

Save and Next

Save and continue the report using these buttons at the bottom-right of each page.

# Institutional Information & Survey



## ANNUAL REPORT

### Annual Report

#### Institution

\* Current academic year:

Institution Name

Department Name

Street Address 1

Street Address 2

City

State

Select an Option

Zip Code

Department Phone ⓘ

Department Phone Extension ⓘ

Department Website

#### Survey Questions

How many faculty/staff have chosen to leave your institution (despite being offered continuing employment) from each of the following categories since the 2020-21 academic year?

Tenure track faculty

Research faculty

Instructional faculty

Temporary or visiting faculty

Technical support staff (e.g., stockroom managers, instrument technicians)

Administrative support staff

Which were you able to replace?

- Tenure track faculty
- Research faculty
- Instructional faculty
- Temporary or visiting faculty
- Technical support staff (e.g., stockroom managers, instrument technicians)
- Administrative support staff

This will be pre-filled based on what you've provided in CPARS. Please email [CPT@acs.org](mailto:CPT@acs.org) with any necessary changes.

These survey questions allow ACS to collect and report data specific to the chemistry higher-education community. Please answer each question to the best of your knowledge. Thank you!

**(Full survey on next slide)**

# Survey Questions (2024)

## Survey Questions

How many faculty/staff have chosen to leave your institution (despite being offered continuing employment) from each of the following categories since the 2020-21 academic year?

Tenure track faculty

Research faculty

Instructional faculty

Temporary or visiting faculty

Technical support staff (e.g., stockroom managers, instrument technicians)

Administrative support staff

Which were you able to replace?

- Tenure track faculty
- Research faculty
- Instructional faculty
- Temporary or visiting faculty
- Technical support staff (e.g., stockroom managers, instrument technicians)
- Administrative support staff

Which of the following have you had difficulty hiring (choose all that apply)?

- Tenure track faculty
- Research faculty
- Instructional faculty
- Temporary or visiting faculty
- Technical support staff (e.g., stockroom managers, instrument technicians)
- Administrative support staff
- We have not had difficulty in hiring for any of these roles
- Other

Which of the following positions have you lost (either through budget cuts or attrition) since the 2020-21 academic year (choose all that apply)?

- Tenure track lines
- Teaching lines
- Graduate student TA lines
- Undergraduate TA lines
- Technical Support Staff
- Administrative Staff
- We have not lost any positions since the 2020-21 academic year
- Other



These survey questions allow ACS to collect and report data specific to the chemistry higher education community. Please answer each question to the best of your knowledge.

All responses will be reported in aggregate and are strictly confidential.

Thank you!

# Placements

## ANNUAL REPORT



### Placements: Bachelor's Degree Recipients

Total number of bachelor's degrees awarded by your department in the current academic year:

Total number of students going to graduate school in the chemical sciences:

Total number of students going to professional (medical, dental, law, vet) school:

Please provide the number of current bachelor's degree recipients that found employment in the following sectors:

Industry (laboratory-based positions)

Industry (sales, marketing positions)

Higher education (lab techs, stockroom, super TAs, etc.)

K-12 teaching

Local, state, or federal government

Other, science based (writing, nonprofit, tutoring, medical)

Other, non-science based

Looking for work

Unknown

**Current Academic Year = 2023-2024 AY.**  
Please report data for Su23, F23, and Sp24

*Total number of bachelor's degrees is defined as any bachelor's degrees awarded by the department and may include chemistry, biochemistry, or other majors in the chemical sciences.*

Please report **first placements only** (i.e. where students first go after graduation).

This section was moved from the periodic report. Please report **only** those students that graduated in Su23, F23, and Sp24.

# Placements (2)



## Bachelor's Degrees Awarded in Chemistry

### Certified Chemistry - Gender Identity

* Male	* Female
<input type="text"/>	<input type="text"/>
* Non-Binary/Third Gender	Total
<input type="text"/>	0

### Certified Chemistry - Visa Status

Domestic/Permanent Residents	International
<input type="text"/>	<input type="text"/>

### Certified Chemistry - Domestic Students - Race & Ethnicity

Asian American	Black/African American
<input type="text"/>	<input type="text"/>
Native American/Alaskan Native	Pacific Islander/Native Hawaiian
<input type="text"/>	<input type="text"/>
Hispanic/Latinx	Two or more races/Ethnicity
<input type="text"/>	<input type="text"/>
White Non-Hispanic	Unknown
<input type="text"/>	<input type="text"/>

Data not available from institution

## Bachelor's Degrees Awarded in Biochemistry

### Certified Biochemistry - Gender Identity

* Male	* Female
<input type="text"/>	<input type="text"/>
* Non-Binary/Third Gender	Total
<input type="text"/>	0

### Certified Biochemistry - Visa Status

Domestic/Permanent Residents	International
<input type="text"/>	<input type="text"/>

### Certified Biochemistry - Domestic Students - Race & Ethnicity

Asian American	Black/African American
<input type="text"/>	<input type="text"/>
Native American/Alaskan Native	Pacific Islander/Native Hawaiian
<input type="text"/>	<input type="text"/>
Hispanic/Latinx	Two or more races/Ethnicity
<input type="text"/>	<input type="text"/>
White Non-Hispanic	Unknown
<input type="text"/>	<input type="text"/>

Data not available from institution

## Non-Certified Chemistry - Gender Identity

* Male	* Female
<input type="text"/>	<input type="text"/>
* Non-Binary/Third Gender	Total
<input type="text"/>	0

## Non-Certified Chemistry - Visa Status

Domestic/Permanent Resident	International
<input type="text"/>	<input type="text"/>

## Non-Certified Chemistry - Domestic Students - Race & Ethnicity

Asian American	Black/African American
<input type="text"/>	<input type="text"/>
Native American/Alaskan Native	Pacific Islander/Native Hawaiian
<input type="text"/>	<input type="text"/>
Hispanic/Latinx	Two or more races/Ethnicity
<input type="text"/>	<input type="text"/>
White Non-Hispanic	Unknown
<input type="text"/>	<input type="text"/>

Data not available from institution

## Master's Degrees Awarded in Chemistry

\* Does your department offer a Master's degree in chemistry?

- Yes  
 No

## Non-Certified Biochemistry - Gender Identity

* Male	* Female
<input type="text"/>	<input type="text"/>
* Non-Binary/Third Gender	Total
<input type="text"/>	0

## Non-Certified Biochemistry - Visa Status

Domestic/Permanent Resident	International
<input type="text"/>	<input type="text"/>

## Non-Certified Biochemistry - Domestic Students - Race & Ethnicity

Asian American	Black/African American
<input type="text"/>	<input type="text"/>
Native American/Alaskan Native	Pacific Islander/Native Hawaiian
<input type="text"/>	<input type="text"/>
Hispanic/Latinx	Two or more races/Ethnicity
<input type="text"/>	<input type="text"/>
White Non-Hispanic	Unknown
<input type="text"/>	<input type="text"/>

Data not available from institution

## Doctoral Degrees Awarded in Chemistry

\* Does your department offer a Ph.D. in chemistry?

- Yes  
 No

Demographic data are used by ACS to track and report on trends in chemistry undergraduate education.



# Graduate Student Enrollment

## ANNUAL REPORT



### Certification Information - Student Enrollment

Please complete for the highest degree offered. If you do not offer a Master's or Doctoral degree in chemistry, please move to the next page.

Director of Graduate Studies

Email address

#### Full Time Chemistry Grad Students - Gender Identity

Male	Female
<input type="text"/>	<input type="text"/>
Non-Binary/Third Gender	Total
<input type="text"/>	0

#### First Year Chemistry Grad Students - Gender Identity

Male	Female
<input type="text"/>	<input type="text"/>
Non-Binary/Third Gender	Total
<input type="text"/>	0

#### Full Time Chemistry Grad Students - Visa Status

Domestic/Permanent Resident	International
<input type="text"/>	<input type="text"/>

#### First Year Chemistry Grad Students - Visa Status

Domestic/Permanent Resident	International
<input type="text"/>	<input type="text"/>

#### Full Time Chemistry Grad Students - Domestic Students - Race & Ethnicity

Asian American	Black/ African American
<input type="text"/>	<input type="text"/>
Native American/ Alaskan Native	Pacific Islander/ Native Hawaiian
<input type="text"/>	<input type="text"/>
Hispanic/ Latinx	Two or more races/ ethnicity
<input type="text"/>	<input type="text"/>
White Non-Hispanic	Unknown
<input type="text"/>	<input type="text"/>

Data not available from institution

#### First Year Chemistry Grad Students - Domestic Students - Race & Ethnicity

Asian American	Black/ African American
<input type="text"/>	<input type="text"/>
Native American/ Alaskan Native	Pacific Islander/ Native Hawaiian
<input type="text"/>	<input type="text"/>
Hispanic/ Latinx	Two or more races/ ethnicity
<input type="text"/>	<input type="text"/>
White Non-Hispanic	Unknown
<input type="text"/>	<input type="text"/>

Data not available from institution

If you do not offer graduate degrees in chemistry, this page is not required.

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Save

Save and Exit

Save and Next

Proceed to the next page by clicking "Save and Next."

# Faculty

## ANNUAL REPORT



### Department Faculty Members

Please review the listed faculty. Add new faculty members and delete those that have left the department.

Permanent Full Time: Tenured, tenure track, and instructional faculty that have a reasonable expectation of continued employment. Fully dedicated to the department. May participate in teaching, research, service, advising, curricular development, etc.

Permanent Part Time: Tenured, tenure track, and instructional faculty that are full time employees at the institution, but whose appointments are split between departments. This may include deans or other administrators whose tenure home is in the department, but only teach occasionally.

Temporary - Full Time: Typically sabbatical replacements or visiting professors. Wholly dedicated to the department, but who are not considered long term faculty members.

Temporary - Part Time: Adjuncts that teach 1-2 courses as needed. Typically are compensated per course. Do not participate in departmental activities like advising, curricular development, etc.

I certify that all faculty listed below are currently active in the department.

#### Faculty

Faculty form with fields for Type, First Name, Last Name, Gender, Faculty Rank, Specialization, Email Address, Has Ph.D.?, and a list of Specialization options (Analytical, Biochemistry, Chemistry, Chemistry/...).

Add

**Please review the instructions on how to classify faculty.**

This keeps the data collected consistent. (More details on the next slide.)

Once you have reviewed each entry, click this check box to confirm that all faculty listed are currently active and the data are correct.

**The form will pre-populate with all faculty listed on your last annual report.**

Please review all faculty listings and revise, add, or delete faculty as needed.

# Classifying Faculty



## CLASSIFYING FACULTY

Questions? Reach out to [cpt@acs.org](mailto:cpt@acs.org)

### Permanent

- Expectation of continued employment
- Participates in department governance, including curriculum development, advising, service

### Part-Time

- Full time at the institution but shared between departments or programs.
- Part time administrator
  - Exception: Department chairperson

### Temporary

- No expectation of continued employment past the current contract.
- Can be part- or full-time
- May or may not have full teaching loads

### Examples

- Tenured and tenure track faculty
- Full time instructors and, or, lecturers
- Other full time instructional faculty

### Examples

- Faculty with split appointments between departments

### Examples

- Adjuncts (part-time, temporary)
- Visiting faculty (full-time, temporary)
- Sabbatical replacements (full-time, temporary)



**Please use these definitions to classify faculty and NOT the institution designations or titles.**

This keeps the data consistent across institutions.

If you have questions about how to classify faculty in specific cases, email [CPT@acs.org](mailto:CPT@acs.org).

**NOTE: Adjuncts are TEMPORARY faculty, not part-time.**

# Foundation Courses



## ANNUAL REPORT

### Foundation Courses

Foundation courses include the first course beyond general chemistry in each of the following areas: analytical, biochemistry, inorganic, organic, and physical chemistry (ABIOP).

Please review the courses below, if a course that was taught during the current academic year is missing, please add it. Please delete any courses that were not taught during the current academic year.

I certify that all foundation courses listed below were taught during the current academic year.

▼

* Course Category	<input type="checkbox"/> Is this course taught online?	<input type="checkbox"/> Is this a laboratory course?
Select an Option		
Course Type	Course Number (e.g. CHEM123)	Course Title
Select an Option		
Total Number of Class Hours per Semester	Total Number of Lab Hours per Semester	Course Offered?
		Select an Option

Add

Previous

Save

Save and Exit

Save and Next

Once you have reviewed each entry, click this check box to confirm that all foundation courses were taught in the 2023-2024 AY.

**The form will pre-populate with all foundation courses listed on your last annual report.**

Please review all course listings and revise, add, or delete courses as needed.

# In-Depth and Research Courses

## ANNUAL REPORT



### In-Depth and Research Courses

In-depth courses require a foundation course pre-requisite. Typically, the second semester of a course (e.g., organic chemistry, physical chemistry) is considered an in-depth course.

Please review the courses below, if a course that was taught during the current academic year is missing, please add it. Please delete any courses that were not taught during the current academic year.

I certify that all in-depth and research courses listed below were taught during the current academic year.

▼

* Course Category Select an Option	<input type="checkbox"/> Is this a laboratory course?	<input type="checkbox"/> Is this course taught online?
Course Type Select an Option	Course Number (e.g. CHEM123) <input type="text"/>	Course Title <input type="text"/>
Total Number of Class Hours per Semester <input type="text"/>	Total Number of Lab Hours per Semester <input type="text"/>	Course Offered Select an Option

Once you have reviewed each entry, click this check box to confirm that all in-depth and research courses were taught in the 2023-2024 academic year.

**The form will pre-populate with all in-depth and research courses listed in your last annual report.**

Please review all course listings and revise, add, or delete courses as needed.

Previous

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Save and Exit

Save and Next

# Classifying Courses



## CLASSIFYING COURSES

QUESTIONS? EMAIL [CPT@ACS.ORG](mailto:CPT@ACS.ORG)

### FOUNDATION

- The first course beyond general chemistry focusing on a respective subdiscipline (ABIOP)
- Does NOT use a gen chem textbook

Each ABIOP subdiscipline can be covered in a single course or distributed across the curriculum.

For two-semester course sequences (i.e. organic or physical chemistry), the first course taught is foundation and the second is in-depth.

Organic I = foundation / Organic II = in-depth

#### Courses pre-populate based on last year's report.

Please look through each listing and confirm that:

- it was taught in the AY being reported
- the information is correct and current.
- required and elective courses are included.

### IN-DEPTH

- Prerequisite is a foundation or in-depth course
- Dive deeper into content building upon content/techniques taught in foundation courses
- Capstone courses are not included
- Skills courses are not included
- Seminar courses are not included
- Standalone labs can count as in-depth **ONLY** if:
  - they meet for  $\geq 6$  hours per week
  - they follow a project-based learning or CURE model.
  - \*If a lab is the student's first exposure to the ABIOP subdiscipline, it cannot be counted as in-depth.\*

**Please delete any courses that were not taught during the 2023-2024 academic year.**

If you have questions about classifying courses, email [CPT@acs.org](mailto:CPT@acs.org).

# Summary and Disclaimer



## ANNUAL REPORT

### Summary and Disclaimer

Summary  
and  
Disclaimer

#### Institution

Current academic year:

Institution Name

Department Name

Street Address 1

Street Address 2

City

State

Zip Code

Department Phone

Department Phone Extension

Department Website

#### Survey Questions

How many faculty/staff have chosen to leave your institution (despite being offered continuing employment) from each of the following categories since the 2020-21 academic year?

Tenure track faculty

Research faculty

Instructional faculty

Temporary or visiting faculty

Technical support staff (e.g., stockroom managers, instrument technicians)

Administrative support staff

Which were you able to replace?

Tenure track faculty

The last page of the report shows a summary of the responses you entered.

**Please read through the document and confirm that your entries are correct.**

# Submitting the Annual Report



To submit the report, you must check the disclaimer at the bottom of the summary page.

I confirm that the information given in this form is true, complete and accurate.

Previous

Print To PDF

Save and Exit

Submit

Once checked, the "Submit" button will become available:

I confirm that the information given in this form is true, complete and accurate.

Previous

Print To PDF

Save and Exit

Submit

**You must click SUBMIT to complete the annual report.**

**You will receive a confirmation email when the report has been completely submitted.**

Ensure you've clicked SUBMIT and not Save and Exit.

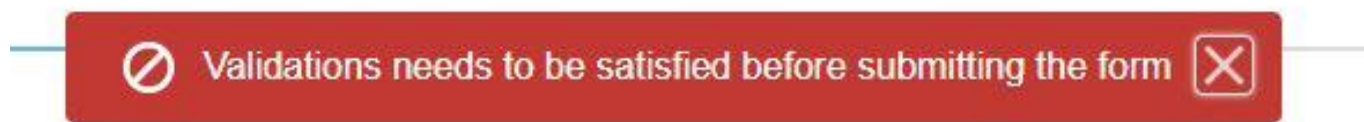
Please email [CPT@acs.org](mailto:CPT@acs.org) with any questions.



# If the Report does not Submit



- If the form does not submit fully, there may be errors in one or more fields.
- A red error box may appear. You may need to scroll up to see it.



- Missing fields will be indicated in red.
- **You will receive email confirmation when the report is submitted.**
  - If you or your chair have not received this email, contact us to troubleshoot and ensure the report is saved properly.

# The ACS Approval Program team is here to support you.

If you run into technical trouble, have further questions, or want to discuss data specific to your institution, email us at [CPT@acs.org](mailto:CPT@acs.org).