

American Chemical Society



QuickStart Guide to the 2024 Periodic Report

Office of Higher Education | CPT@acs.org

January 2024

Links and Resources



The Periodic Report is a lengthy document. If you have questions or technical trouble, please email 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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Institution information

PERIODIC REPORT

You can navigate the form by using these breadcrumbs, hover over to view the name of the page

Periodic Report

Institution

Full Name of Institution

Department

Street Address 1

Street Address 2

City

State

Zip Code

Department Phone ⁱ

Department Phone Extension ⁱ

Department Website

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

Dean or Provost

* First Name

* Last Name

* Academic Title

* Email Address

Please select "save and next" on each page to continue with the report.

Degrees Offered, Accreditation, and Program Organization

PERIODIC REPORT



Institutional Environment (1)

Academic Details and Programs Offered

*Which chemistry degrees are offered at your institution? (choose all that apply)

Available

Bachelor's
Master's
Ph.D



Selected

*Which academic calendar does your institution follow?

Select an Option

Institution Details

*Is your institution accredited by a regional accrediting body?

- Yes
 No

*Name of accrediting body

*Is the chemistry program organized as an independent administrative unit?

- Yes
 No

*If not, how is the department or program administered and to whom does the department administrator report?

*If not, who controls budgetary, personnel, and teaching decisions for the chemistry program, and how are chemistry faculty involved?

Throughout the report, text boxes will appear if your answer requires more explanation. Selecting "no" to this question is the first example.

How does your department function relative to your institution? Do chemistry faculty have input in hiring and curricular decisions?

Previous

Save

Save and Exit

Save and Next

Salaries, Budget, Support

PERIODIC REPORT

Institutional Environment (2)

Salaries-Chemistry Faculty Members

Please enter an approximate average 9-month salary (to the nearest \$1000) for each faculty rank. Consider only faculty in the chemistry department or program.

* Professor

* Assistant Professor

* Associate Professor

* Instructional faculty ⓘ

Chemistry Expenditures

* Are the department expenditures, excluding grants (internal and external), salaries, and library costs, greater than \$60,000 dollars annually?

Yes

No

Current

* Operating, not including salaries

* Instrument maintenance & repair

* Student & faculty travel

* Internal grant

* External grants

6 Year Average

* Average operating, not including salaries

* Average instrument maintenance & repair

* Average student & faculty travel

* Average internal grants

* Average external grants expenditures

Small programs unable to share this data due to confidentiality concerns may enter "0" for all salary fields.

Institutional support

* Describe how the institution supports the department in meeting its teaching, infrastructure, and faculty development needs.

Previous

Save

Save and Exit

Save and Next

Enrollments

PERIODIC REPORT

Students and Degrees Summary

Please provide the enrollments in each of the following categories for the current academic year (For example, if you are completing this in the 2023 calendar year, provide enrollments for the 2022-2023 academic year):

* Entire Campus

* In All Undergraduate Chemistry Courses

* Total Number of Graduate Students in the Chemical Sciences

* Total Undergraduate Enrollment

* Seniors Majoring in the Chemical Sciences

[Previous](#)

[Save](#)

[Save and Exit](#)

[Save and Next](#)

Please provide enrollment data for AY 2023-2024.
Undergraduate placement data will now be reported
yearly in the Annual Report.

Guidance for Classifying Faculty



CLASSIFYING FACULTY

Questions? Reach out to 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 helps us with data collection.

NOTE: Adjuncts are TEMPORARY faculty not part-time.

Full-Time Faculty

PERIODIC REPORT

Faculty and Staff Summary (Full-Time)

Please provide the number of and demographics for full-time faculty members in each category.

Full-time, in this context, means faculty members that have a reasonable expectation of continued full-time employment. This may include tenured and tenure track faculty as well as instructional faculty with continuing contracts.

Please only include faculty members that are wholly dedicated to the chemistry program. Please do not include adjuncts, visiting faculty, faculty with roles in multiple departments. Please include faculty with dual teaching and research or teaching and administrative duties as long as those duties are in support of the chemistry program. Please do not count faculty members more than once.

Full-Time Faculty

▼

Type Select an Option	Please create a new record for each type of faculty (e.g. associate/assistant/full professor, etc.).	
Total 0	Number with Ph.D 0	Number of Male 0
Number of Female 0	Number of Non-Binary 0	Number of Black or African American 0
Number of American Indian or Alaska Native 0	Number of Hispanic / Latinx 0	Number of Asian American 0
Number of Pacific Islander or Hawaiian Natives 0	Number with more than one race 0	Category Select an Option

☰ ✕

Use this button to add new faculty type records using the drop down highlighted above.

Add

Previous

Save

Save and Exit

Save and Next

Please complete each faculty section using the provided classifications. If you have questions, email CPT@acs.org and we can clarify. Thank you for helping us gather accurate data!

Part-Time Faculty (e.g. Split Appointments)

PERIODIC REPORT

Faculty and Staff Summary (Part-Time)

Please provide the number of and demographics for part-time faculty members in each category

Part-time: Work full time at the institution but are not wholly dedicated to the chemistry program; may have appointments in more than one department. Do not include adjuncts in this category.

Part-time, tenured: Full or associate professors who have appointments split between two departments.

Part-time, pre-tenure: Assistant professors who have appointments split between two departments.

Part-time, Instructional: Long term, non-tenure track faculty whose appointment is split between two departments or is hired on a part time contract.

Part-Time Faculty

▼

Type	Select an Option		
Total	0	Number with Ph.D	0
Number of Female	0	Number of Male	0
Number of American Indian or Alaska Native	0	Number of Non-Binary	0
Number of Pacific Islander or Hawaiian Native	0	Number of Black or African American	0
		Number of Hispanic / Latinx	0
		Number of Asian American	0
		Number with more than one race	0
		Category	Select an Option

☰ ✕

Previous

Save

Save and Exit

Save and Next

Please complete each faculty section using the provided classifications. If you have questions, email CPT@acs.org and we can clarify. Thank you for helping us gather accurate data!

Temporary Faculty (e.g. Adjuncts and Visiting Faculty)

PERIODIC REPORT

Faculty and Staff Summary (Temporary Faculty)

Temporary, full-time faculty include visiting professors, sabbatical replacements

Temporary, part-time faculty include adjuncts hired to teach a limited number of courses on a semester by semester basis.

Please do not include instructional faculty who teach full-time, but are classified by your institution as part-time or temporary.

Temporary Faculty

▼

Type	Select an Option	
Total	Number with Ph.D	Number of Male
0	0	0
Number of Female	Number of Non-Binary	Number of Black or African American
0	0	0
Number of American Indian or Alaska Native	Number of Hispanic / Latinx	Number of Asian American
0	0	0
Number of Pacific Islander or Hawaiian Native	Number with more than one race	Category
0	0	Select an Option

☰ ✕

Add

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Save

Save and Exit

Save and Next

Please complete each faculty section using the provided classifications. If you have questions, email CPT@acs.org and we can clarify.
Thank you for helping us gather accurate data!

Additional Staff, Sabbaticals, TAs

PERIODIC REPORT

Faculty and Staff Additional Information

Faculty Roles

*Please describe the role of temporary faculty in student instruction

Additional Staff

* Number of Administrative Staff members

* Number of staff that work in or manage the stockroom

* Number of Instrument Technicians

* Number of Laboratory Coordinators

* Number of staff in other roles

* Please comment on whether the number of staff in these roles is adequate for your program's needs. Comment on the number of student workers hired and their general duties.

Sabbatical and Leave of Absence

How many chemistry faculty members, including those in instructional roles, have taken or requested a sabbatical or professional leave of absence in the past 6 years?

* Requested

* Granted

Diversity

* Please describe any activities that your program has engaged in over the previous 6 years to recruit, retain, and welcome a diverse faculty, student body, and staff. In addition to racial and ethnic diversity, you may also want to include faculty members that identify as a person with a disability, or identify as LGBTQIA+, or were first generation college students.

Teaching Assistant

* Do you use teaching assistants (either undergraduate or graduate students)?

Yes

No

* How are teaching assistants trained? What guidance or assistance are they provided?

* How are teaching assistants supervised in the laboratory?

Please see the page on the [DEIR section](#) for more details on the DEIR guidelines and our instructions for programs in states impacted by new legislation.

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Save

Save and Exit

Save and Next

Infrastructure

PERIODIC REPORT

These boxes will appear if you report that the program's infrastructure does not meet its needs.

Infrastructure

Rate the following based on whether or not the needs of the undergraduate program are being met.

* Lab instrumentation

- Meets needs
 Does not meet needs

* Research instrumentation

- Meets needs
 Does not meet needs

* Apparatus in teaching labs

- Meets needs
 Does not meet needs

* Apparatus available for research

- Meets needs
 Does not meet needs

* Facilities

- Meets needs
 Does not meet needs

* Space

- Meets needs
 Does not meet needs

* Any other infrastructure category you would like to report?

- Yes
 No

* Are the department's needs being met?

- Yes
 No

* Describe how the department/program's needs are not being met.

* Describe how the department/program's needs are not being met.

* Describe how the department/program's needs are not being met.

* Describe how the department/program's needs are not being met.

* Describe how the department/program's needs are not being met.

* Describe how the department/program's needs are not being met.

* Indicate with category:

* Describe how the department/program's needs are not being met.

Maintenance and off-site Access

* Please describe the arrangements for repair, replacement, and maintenance of department instrumentation.

If you depend on off-site access to instrumentation to meet teaching and, or, research needs, please describe those arrangements.

[Previous](#)

[Save](#)

[Save and Exit](#)

[Save and Next](#)

Instruments: NMR, Optical Molecular Spectroscopy

PERIODIC REPORT

Infrastructure - Instruments

NMR Spectrometers

Instrument/Apparatus Name
Select an Option

Year Acquired

Manufacturer

Model

Category
Select an Option

Used for Instruction Used for Research

NMRs do not need to be research quality to meet the guidelines.

Add

Optical Molecular Spectroscopy

Instrument/Apparatus Name
Select an Option

Year Acquired

Manufacturer

Model

Category
Select an Option

Used for Instruction Used for Research

Add

Previous

Save

Save and Exit

Save and Next

What is required from the instrumentation section has changed. Only the type and the name of the instrument is needed. If the form does not allow you to continue with a blank field, you may type "0."

Instruments: Optical Atomic Spectroscopy, Mass Spec

Infrastructure - Instruments

Optical Atomic Spectroscopy

Instrument/Apparatus Name
Select an Option

Year Acquired


Manufacturer

Model

Used for Instruction

Used for Research

Category
Select an Option



Add

Mass Spectrometry

Instrument/Apparatus Name
Select an Option

Year Acquired


Manufacturer

Model

Used for Instruction

Used for Research

Category
Select an Option



Add

Previous

The guidelines require a working NMR plus one instrument from 4/5 of the following categories. To maintain approval, please ensure you have listed the appropriate instrumentation used in your undergraduate program.

- Optical molecular spectroscopy
- Optical atomic spectroscopy
 - Mass spectrometry
- Chromatography/separations
 - Electrochemistry

Save

Save and Exit

Save and Next

Instruments: Chromatography & Separations; Electrochemistry

Infrastructure - Instruments

Chromatography and separations

▼

Instrument/Apparatus Name
Select an Option

Year Acquired



Used for Instruction

Manufacturer

Used for Research

Model

Category
Select an Option

Add

Electrochemistry

▼

Instrument/Apparatus Name
Select an Option

Year Acquired



Used for Instruction

Manufacturer

Used for Research

Model

Category
Select an Option

Add

Previous

Save

Save and Exit

Save and Next

The guidelines require a working NMR plus one instrument from 4/5 of the following categories. To maintain approval, please ensure you have listed the appropriate instrumentation used in your undergraduate program.

- Optical molecular spectroscopy
- Optical atomic spectroscopy
 - Mass spectrometry
- Chromatography/separations
 - Electrochemistry

Instruments: Other, Additional Instruments

Infrastructure - Instruments

Other

Instrument/Apparatus Name
Select an Option

Year Acquired

Manufacturer

Model

Category
Select an Option

Used for Instruction Used for Research

Add

Additional Instruments (list up to three, over \$10,000 in cost)

Instrument/Apparatus Name

Year Acquired

Manufacturer

Model

Category
Select an Option

Used for Instruction Used for Research

Add

Previous

The guidelines require a working NMR plus one instrument from 4/5 of the following categories. To maintain approval, please ensure you have listed the appropriate instrumentation used in your undergraduate program.

- Optical molecular spectroscopy
- Optical atomic spectroscopy
 - Mass spectrometry
- Chromatography/separations
 - Electrochemistry

Save

Save and Exit

Save and Next

Journals, Lab Environment

PERIODIC REPORT

Infrastructure - Journals, Laboratory and Safety

Journals and Online Database

*How many chemistry journals do your students have immediate institutional access to?

- 8 or fewer
 9 or more

*Do your students and faculty have access to journals that are not available on campus through interlibrary loan?

- Yes
 No

*To which of the following online databases do your students have access?

Available

ChemSpider
SciFinder
STN
Web of Science

Selected

Laboratory Environment

*What is the maximum number of students in a lab section that are directly supervised per faculty member or TA?

While not a requirement, ACS suggests that lab sections contain a maximum of 24 students per supervisor.

Are the following safety items regularly tested and are they adequate for your instructional program?

*Are safety showers adequate?

- Yes
 No

*Are safety showers inspected and tested?

- Yes
 No

*Are eye washes adequate?

- Yes
 No

*Are eye washes inspected and tested?

- Yes
 No

*Are fire extinguishers adequate?

- Yes
 No

*Are fire extinguishers inspected and tested?

- Yes

Additional boxes will appear if you report that these safety items do not meet your instructional program's needs.

Coursework

PERIODIC REPORT

Curriculum - Courses

Introduction

* For all faculty members in your department that teach courses, is the average number of contact hours per week 15 or fewer? Calculate the average for the current academic year. Do not include teaching assistants in this calculation.

- Yes
 No

* Do any faculty members have 15 or more contact hours per week?

- Yes
 No

← The new guidelines require that all faculty have 15 or fewer contact hours per semester or quarter. In Part II, you will be asked to submit contact hours for faculty with 15 or more contact hours. MAKE SURE that you enter the courses that those faculty members are teaching in this section

Please enter information for all courses taught by chemistry faculty.

← This information will change depending on your responses to the prompts above

Course Work

▼

* Category	Course Number (e.g. CHEM123) ⓘ	Course Title
Select an Option ▼	<input type="text"/>	<input type="text"/>
Credit Hours ⓘ	Total Lab Hours (per semester/quarter) ⓘ	Total Class Hours (per semester/quarter) ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> This course is used to meet the biological macromolecule requirement	<input type="checkbox"/> Is this a laboratory course?	<input type="checkbox"/> Is this course taught online?

☰ ✕

Add

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Save

Save and Exit

Save and Next

Coursework

Please report lecture and lab as 2 entries, even if they are listed as one course by your registrar.

For a 4-credit analytical course with lab, this could look like:

- 3.0 credit hours analytical chemistry lecture with 60 class hours and 0 lab hours per semester, PLUS
 - 1.0 credit analytical chemistry lab with 75 lab hours and 0 class hours per semester

Course Work

▼

* Category	* Course Number (e.g. CHEM123) ⓘ	* Course Title
Foundation Course ▼		
* Textbook Name	* Textbook Author(s)	* Type
		Select an Option ▼
* Credit Hours ⓘ	* Total Lab Hours (per semester/quarter) ⓘ	* Total Class Hours (per semester/quarter) ⓘ
<input type="checkbox"/> This course is used to meet the biological macromolecule requirement	<input checked="" type="checkbox"/> Is this a laboratory course?	<input type="checkbox"/> Is this course taught online?
Track 1 ⓘ	Track 2 ⓘ	
Select an Option ▼	Select an Option ▼	Select an Option ▼
Track 4 ⓘ	Track 5 ⓘ	
Select an Option ▼	Select an Option ▼	

☰ ✕

Add

Make sure this box is checked for all lab courses, so your lab hours calculate correctly. 350 lab hours are required to maintain ACS approval.

Coursework – Course Types

Course Work

▼

* Category
Select an Option

Introductory Course

Foundation Course

In-Depth Course and Research

Physics Course

Mathematics Course

Course Number (e.g. CHEM123)

Course Title

Total Lab Hours (per semester/quarter)

Total Class Hours (per semester/quarter)

Is this a laboratory course?

Is this course taught online?

Add

Use this menu to choose the type of course you will be reporting. General Chemistry courses are introductory. General Chemistry II cannot replace a foundation course. Selecting "Foundation Course" will open the following menu:

Course Work

▼

* Category
Foundation Course

* Course Number (e.g. CHEM123)

* Course Title

* Textbook Author(s)

* Credit Hours

This course is used to meet the biological macromolecule requirement

* Type
Select an Option

Distributed Content

Analytical

Biochemistry

Inorganic

Organic

Track 1
Select an Option

Track 2
Select an Option

Track 4
Select an Option

Track 5
Select an Option

If biological macromolecules are used to meet the MSN requirement, please indicate which course(s) they are taught in here.

Please select the subdiscipline of your foundation courses here. Curricula must include at least 1 course from each of the ABIOP areas to maintain approval.

Curriculum – Uploads

PERIODIC REPORT

Curriculum - Additional Information

Attachments

For all files, please use the following naming conventions: Institution-type-year.pdf

For example: ACSUniversity-Exams-2020.pdf

Please submit the following:

1. Syllabi and exams from 5 in depth courses (as a two separate pdfs), from each subdiscipline of chemistry. If you don't have 5 in depth courses, then you may use material from a foundation course. Materials must be less than two years old.
2. A list of experiments from courses that are used to cover four of the five foundation areas (as a single pdf). Include a descriptive title for each experiment as well as lists of the instruments and compounds needed. Include the course title and number for each experiment list.
3. (Optional) A 4-year plan for each of your approved tracks that shows the courses required for the major. If there are electives, please indicate the choices that the student has. For example, must choose from the following chemistry courses: CHEM123, CHEM135, or CHEM 168.

Type of Document

Available

- Course Syllabus
- Course Exam
- Experiment List
- 4 Year Plan

Select the documents you'd like to upload from the left-hand menu and use the arrows to move them to the right.

Selected

A 4-year plan for the certified major is extremely helpful to reviewers, please include one or provide a list of courses that certified majors.

Available

Other

You will be able to upload documents once the categories are moved.

Selected

- Course Syllabus
- Course Exam
- Experiment List
- 4 Year Plan

* Course Syllabus Upload

Upload

4 year Plan

Upload

* Course Exam Upload

Upload

* Experiment List Upload

Upload

Previous

Save

Save and Exit

Save and Next

MSN Requirements

PERIODIC REPORT

MSN Requirements

Macromolecular, Supramolecular, and Nanoscale Coverage (MSN)

* How is the requirement for coverage of at least two of the following areas - synthetic polymers, biological macromolecules, supramolecular aggregates and, or, meso or nanoscale systems(see Section 5.1 in the ACS Guidelines) satisfied within course work required for certification?

- One or more stand alone courses that are required for certification
 Distributed coverage among course required for certification

Additional Areas Covered by the Curriculum

Please upload files using the following naming convention:

Syllabus: Single pdf, named Institution-MSN Area-Syllabus-YEAR

Exams: Single pdf, name Institution-MSN Area-Exams-YEAR where MSN Area = Synthetic, Supra, Meso, or Nano

Synthetic Polymers

* Do you cover Synthetic polymers?

- Yes
 No

Syllabus Upload ⓘ

 Upload

* Hours in Lecture

* Lecture Course number

* Hours in Lab

* Lab Course Number

Selecting "yes" will open these questions for a given MSN topic. If you do not assess this material in an exam format, please provide CPT examples of how and where the knowledge is assessed.

Provide specific examples of how these systems are covered and how the student learning is assessed.

* Characterization

* Physical properties

* Preparation/synthesis

Characterization, physical properties, and preparation/synthesis should be covered for each MSN topic. This does not need to occur in lab (you could teach a lecture on the preparation of your polymer/s of interest).

For programs that use distributed content to cover MSN:

- Coverage of MSN content must be included in more than a single course.
- The maximum coverage for a single area is 7.5 hours of the required 15 hours (i.e., you do not meet the requirement if you cover 10 hours of biological macromolecules in biochemistry and 5 hours of supramolecular aggregates in another course).

Lab Instrumentation & Computation

Supra-molecular aggregates

* Do you cover Supra-molecular aggregates?

Yes

No

Selecting “yes” will reveal the same questions shown above for each topic.

Meso or Nanoscale Materials

* Do you cover Meso or Nanoscale materials?

Yes

No

Laboratory Experiences- Instrumentation & Computation

* How do students gain hands-on experience using instruments?

* Describe the computational chemistry facilities and software that students use in their course work and research.

[Previous](#)

Please provide a short description for both areas.

Undergraduate Research

Undergraduate Research

Undergraduate Research Details

Please specify the total number of undergraduate students who participated in research during the last five years (do not count students more than once).

* Number of chemistry majors involved:

* Number of faculty members involved (not in chemistry department):

* Number of chemistry faculty members involved:

* Describe the mechanisms for financial support for students and faculty participating in undergraduate research.

Undergraduate Research and Safety

How are research students provided with laboratory-specific safety education and training? Please check all that apply

one-on-one training with a faculty advisor

read and sign a document with common SOPs for the research

online training

one-on-one training with graduate student or postdoctoral researcher

a face-to-face safety course

read the appropriate chemical hygiene plan

Research to Meet Requirements

* Do you use undergraduate research to fulfill lab or in-depth course certification requirements?

Yes

No

* Do you use undergraduate research to meet certification requirements for in-depth coursework?

Yes

No

* Do you use undergraduate research to meet certification requirements for lab hours?

Yes

No

If you use research to meet certification requirements for in-depth coursework or lab hours, then please submit 3-5 student research reports or theses, spanning multiple disciplines and faculty mentors. Each report should show the grade earned and the number of semesters (or quarters) that the student performed research.

Please submit the reports as a single pdf (compressed if necessary).

Use the following name convention: Institution-ResearchReports-YEAR

If you use a rubric to evaluate these reports, please submit a copy. Please submit the rubric as a single pdf. Use the following naming convention: Institution-Rubric-YEAR

Research reports are only required if your program uses research to meet in-depth course or lab hour requirements. Please redact student names from the submitted reports.

Publications and Presentations

* Have the results of recent undergraduate research projects been published?

Yes

No

If your program does not offer a Ph.D, please attach a list of publications from the last six years. Please submit the list as a single pdf. Use the following naming convention: Institution-Pubs-YEAR

* Describe the opportunities that students have to present their research.

Off Campus Work

* Do undergrads in your program participate in research outside of your institution?

Yes

No

Skill Development & Safety Culture

PERIODIC REPORT

Skill Development & Creating a Safety Culture

For each of the following professional skills, please provide a narrative that describes (a) how the skill is developed, include the course(s) in which it is introduced, (b) the course(s) in which it is developed, and (c) specific examples of how it is assessed in each course. Please provide specific curricular examples of how the skill is developed.

Problem Solving Skills

* Course/Lab where skill is first introduced

* Courses where development of this skill is emphasized.

* Briefly describe up to 3 examples of assignments and assessments

← A single example of an assignment and its assessment is acceptable

Reading and, or, searching the primary literature

* Course/Lab where skill is first introduced

* Courses where development of this skill is emphasized.

* Briefly describe up to 3 examples of assignments and assessments

Communication: Writing

* Course/Lab where skill is first introduced

* Courses where development of this skill is emphasized.

For each skill, reviewers are looking for development and growth throughout the curriculum. Skills introduced in an earlier course should be reinforced in later courses.

DEIR: Program Reflections

PERIODIC REPORT



DEIR: Program Reflections

DEIR

* Are faculty & staff that are involved in teaching, academic advising, or mentoring experienced or trained in making their practices inclusive, equitable, and accessible to persons with diverse backgrounds and identities? Yes or No. If no, please provide an explanation.

* Has your department or program established mechanisms for supporting learning and retention of chemistry majors from diverse backgrounds and underrepresented groups? Yes or No. If no, please provide an explanation.

* Does your department or program have a long-term strategy for recruitment and retention of faculty, staff, and students from diverse backgrounds and underrepresented groups? Yes or No. If no, please provide an explanation.

* Does your department or program have institutional, or departmental policies to investigate and address issues of discrimination, bias, (micro)aggressions, prejudice, and, or harassment? Yes or No. If no, please provide an explanation.

* NORMAL EXPECTATIONS: Please describe something that your department does that meets one of the normal expectations described in the guidelines. Then identify an area where your department or program would like to see more growth during the next reporting period.

* MARKERS OF EXCELLENCE: Please describe something that your department does that meets one of the markers of excellence as described in the guidelines. Then identify an area where your department or program would like to see more growth during the next reporting period.

Comments

* Please comment on changes in the last six years in diversity initiatives, professional development, support personnel, facilities, capital equipment, curriculum, and any other items related to your program that you believe would be of interest to CPT. We are especially interested in any new program, actual self-evaluation documents or reports

Please use this final question to include an explanation of any anomalies in the report. For example, to explain higher than average contact hour loads.

If you are unable to answer these questions due to state regulations, please indicate that in the text box.

These questions give you an opportunity to describe aspects of your department where your program is excelling while also offering you a chance to self reflect on areas where you would like to improve.

Please discuss only a single guideline/section in these questions.

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Save

Save and Exit

Save and Next

Part II: The Contact Hour Table, Average Number of Contact Hours

The first question is dynamic and the responses you enter will determine whether you have to enter contact hour data.

If you respond: :

Periodic Report - Teaching Contact Hours

***For all faculty members in your department that teach courses, is the average number of contact hours per week 15 or fewer? Do not include teaching assistants in this calculation.**

- Yes
- No

***Do any faculty members have 15 or more contact hours per week?**

- Yes
- No

Then click on "Save and Next" and submit the report; you will not have to enter contact hour data.

Part II: The Contact Hour Table: Completing the Form

The first question is dynamic and the responses you enter will determine whether you have to enter contact hour data.

Periodic Report - Teaching Contact Hours

* For all faculty members in your department that teach courses, is the average number of contact hours per week 15 or fewer? Do not include teaching assistants in this calculation.

- Yes
 No

OR

* For all faculty members in your department that teach courses, is the average number of contact hours per week 15 or fewer? Do not include teaching assistants in this calculation.

- Yes
 No

* Do any faculty members have 15 or more contact hours per week?

- Yes
 No

Either of the combinations above will result in the following instructions:

Please complete the table below for all courses taught by all faculty that taught 15 or more contact hours (including instructional faculty, lab coordinators, and adjuncts, full or please contact us at cpt@acs.org so that we can manually add it to the database.

REMINDER: Please try to add all courses that are taught by faculty with 15 or more contact hours so you do not have to wait for us to add courses in part II.

Part II: The Contact Hour Table: Entering Faculty Data

Be sure to check the “Existing Faculty” box for all continuing faculty and then enter the faculty member’s name. It should auto fill the name. Enter the type and rank of faculty member using ACS definitions provided in Part I.

If you enter the faculty member’s name and it is not in the current database, then uncheck the box for existing faculty and enter the new faculty member’s information into the provided fields.

Check this box if you are on quarters.

Existing Faculty? ⓘ

* Faculty Name ⓘ

* Type

Select an Option ▼

Quarter based Academic Calendar? ⓘ

* Faculty Rank

Select an Option ▼

If the faculty member was on sabbatical, check the box that corresponds to the semester or quarter. Note that the quarters appear here when the box above is checked.

Please indicate which, if any, semesters or quarters, when this faculty member did not teach.

- Fall
- Spring

Part II: The Contact Hour Table: Entering Course Data

For each semester/quarter in which the faculty member taught, enter all information for the courses.

Enter each section separately.

Enter the exact time (in minutes) that the faculty member teaches (i.e., enter 50 minutes not 60 minutes if that reflects the amount of time that the faculty member teaches)

The system should find the courses if they were entered in Part I.

Start typing the course title, e.g., CHEM123, a list of courses should appear. Choose the appropriate course.

Complete for each faculty member that has 15 or more contact hours.

Fall Semester or First Quarter

▼

* Course Title	* Class Time in Minutes
<input type="text"/>	<input type="text"/>
* Number of Times Offered Per Week	Total Contact Hours
<input type="text"/>	0

This is calculated automatically.

☰ ✕

Then click on "Save and Next" and submit the report.