# Annual Report Guide
## Instructions & Best Practices

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Accessing the Annual Report

1. Log in to CPARS (see instructions here).
2. From the Institution Portal home page, click on “Start a New Report” (see Figure 1 below). If you have already started your report and are returning to complete or edit it, the report will be available under “Pending Transactions”. These are reports that need to be submitted.

3. Click on the icon for the annual report to open the form (see Figure 2). Note that only forms that are currently available will appear.
   - Annual reports are typically available from May 1 – August 31 (except for 2019 when annual reports are available Oct 15 – Dec 15)
   - Periodic reports are available from January 1 – June 30
Completing the Annual Report
Page 1: Institution Information

Clicking on the Annual Report icon opens the first page of the form (see Figure 3). The name and address of your institution should be prepopulated. You are still able to edit the pre-populated fields to correct any errors.

Best practices for completing this page:

- You can follow your progress through the report by using the bar across the top of the form. Hovering over the individual dots will provide text that describes each page.
- Fields marked with an asterisk are required.
- For the 2019 report, please provide data from the 2018-19 academic year. Enter 2018 for the academic year.
- If you are the chairperson for the department, choose “I am the Chairperson”. If you are not the department chairperson, choose “Someone else is the Chairperson”. The latter choice will provide additional fields to enter the chairperson’s information.
- You are able to save your work to complete at a later time by choosing “Save and Exit”. When you do this, you can access your report under “Pending Transactions” (see Figure 1 above).
- Be sure to click “Next” to ensure that your work is saved.

Figure 3: Page 1 of the Annual Report form.
Page 2: Degrees Awarded

General information for this page:

- Information for chemistry majors is on the left hand side of the page, biochemistry majors on the right hand side of the page.
- Certified degrees: Students that have completed the ACS approved curriculum.
- Ethnicity: Do not include Asian or Asian-American students in the totals.
- The total for each category will be automatically calculated.

Certification Information - Degrees Awarded

A "Major" in chemistry, for the purpose of this report, is defined as a Bachelor’s graduate who has successfully completed a degree program, the determination and control of which is the administrative responsibility of the chemistry or other approved department, and a program that also meets the requirements for a "Major" concentration as established by the Institution granting the degree.

Bachelor’s Degrees Awarded in Chemistry

<table>
<thead>
<tr>
<th>Number of Certified - Chemistry - Gender Identity</th>
<th>Number of Certified - Biochemistry - Gender Identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Number of Male</td>
<td>* Number of Male</td>
</tr>
<tr>
<td>* Number of Female</td>
<td>* Number of Female</td>
</tr>
<tr>
<td>* Number of Non-Binary</td>
<td>* Number of Non-Binary</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Certified - Chemistry - Ethnicity</th>
<th>Number of Certified - Biochemistry - Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Black/African American</td>
<td>* Black/African American</td>
</tr>
<tr>
<td>* Pacific Islander or Native Hawaiian</td>
<td>* Pacific Islander or Native Hawaiian</td>
</tr>
<tr>
<td>* Native American or Alaskan Native</td>
<td>* Hispanic/Latino</td>
</tr>
<tr>
<td>* Hispanic/Latino</td>
<td>* White Non-Hispanic</td>
</tr>
<tr>
<td>* Two or more races/ethnicity</td>
<td>* Two or more races/ethnicity</td>
</tr>
<tr>
<td>* Unknown</td>
<td>* Unknown</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Certified Degrees

0

Figure 4: Degrees awarded. Requests data on gender and ethnicity of certified and non-certified bachelor’s degree graduates.

Master’s Degrees Awarded

* Does your department offer a Master’s degree in chemistry?
  □ Yes
  □ No

Doctoral Degrees Awarded in Chemistry

* Does your department offer a Ph.D. in chemistry?
  □ Yes
  □ No

If you choose “yes” for either of these questions, you will be asked to complete additional gender and ethnicity fields for your master’s and doctoral graduates.

Please include summer 2019 graduates in these totals.

Figure 5: Programs with graduate programs will complete this section.
Page 3: Graduate Student Enrollment
This page should only appear if programs indicate that they have graduate program, however, due to a glitch in the programming it is appearing for all institutions. **If you do not have a graduate program,** please enter “0” (zero) for all fields. We will have this corrected in the next version of the form.

**For programs that have a graduate program,** please provide this information for the highest degree that you offer (e.g. if you have a M.S. and Ph.D. program, then provide information for only the Ph.D. program).
Page 4: Department Faculty Members

This section of the report has been pre-populated with data from your 2018 annual report. The information that we are collecting on faculty members has changed from previous years, so you will still have to enter some information for each faculty member.

Figure 6 shows the prepopulated data and is annotated to illustrate the features of the page:

```
Department Faculty Members
Please complete the table below for all courses taught by all faculty (including instructional faculty, lab coordinators, and adjuncts, full or part time) during last year.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>First Name</th>
<th>Last Name</th>
<th>Gender</th>
<th>Faculty Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon</td>
<td>Snow</td>
<td></td>
<td>Male</td>
<td>Associate P...</td>
</tr>
<tr>
<td>Tyrion</td>
<td>Lannister</td>
<td></td>
<td>Male</td>
<td>Assistant Pr...</td>
</tr>
<tr>
<td>Arya</td>
<td>Stark</td>
<td></td>
<td>Female</td>
<td>Professor</td>
</tr>
<tr>
<td>Brienne</td>
<td>O'Toole</td>
<td></td>
<td>Female</td>
<td>Associate P...</td>
</tr>
</tbody>
</table>

This information is prepopulated from the 2018 annual report.

Click here to expand the selection
Click to delete an entry
Clicking these icons will produce a copy of the information
Click here to add another faculty member

Figure 6: Screenshot showing prepopulated data on the Department Faculty Member page of the annual report.

Adding a new faculty member:

```

Figure 7: Adding an additional faculty member.
```
Best practices for Page 4: Department Faculty Members

- If this is your first annual report, each section will have to be completed. Subsequent annual reports will have prepopulated fields.
- Be sure to complete all fields for each faculty member including the following
  - Email address
  - Has PhD?
    - Check this box for all faculty members who have a PhD
  - Faculty Rank
    - Instructional Faculty: May include lecturers or instructors; other non-tenure track faculty that have primarily instructional duties
    - Other: If you choose other, please enter the faculty member’s title in the “Title” field.
  - Type of rank
    - Permanent – Full Time: Includes all faculty with full time appointments, both tenure track and instructional (or non-tenure track). Time is wholly dedicated to the chemistry program. Include department chairs in this category even if they have a part time administrative appointment.
    - Permanent – Part Time: Any faculty member shared with another department. Include deans/provosts with joint department-administrative appointments in this category only if they have instructional duties in the department/program.
    - Temporary – Full Time: Typically visiting faculty with limited contracts.
    - Temporary – Part Time: Typically adjuncts; faculty who teach on a course by course contract.
  - Specialization
    - This is a multi-select field, choose all that apply.
- To make date entry a bit easier, use the following icons:
  - This icon will produce an exact copy of the faculty information, which you can then edit
  - Use this icon to delete the faculty member; it does not clear all of the data, it deletes all fields
  - Click on this icon to “expand” the block that contains the faculty information

Coursework

In the past, departments with a Ph.D. program in chemistry did not have to complete the “Supplemental Form,” which included a list of courses taught over the past academic year.

- **If your department has a Ph.D. program**, please enter data for 5 foundation courses and only a single in-depth course.
- **If your program does NOT have a Ph.D. program**, please provide information for all foundation and in-depth courses required for the certified degree.
Foundation Courses

Overview

Foundation courses provide the first experience in each of the sub-disciplines: Analytical, Biochemistry, Inorganic, Organic, and Physical (ABIOP). Foundation courses build on the concepts covered in the introductory course and provide the breadth of content needed for the in-depth courses.

Requirements:

- Semester: 1 course (3 credits) in each sub-discipline, ABIOP.
- Quarters: 8 courses (3 credits each) that include the equivalent of at least 1 quarter in each of the sub-disciplines, ABIOP.
- **In general, a foundation course should provide 45 hours of instruction in each sub-discipline for a total of 225 hours of foundation content.**

Frequency: Each foundation course must be taught annually, however if a course is taught every other year and a clear path to completing the degree in 4 years is available, the program is still compliant with the Guidelines.

- Semester: 4 courses taught annually; must cover 4 of 5 sub-discipline areas
- Quarters: At least 6 of 8 taught each academic year.

Best practices

- The first experience in a yearlong course (e.g. organic, physical chemistry) is categorized as a foundation course; the second is an in-depth course.
- A foundation course cannot use a general chemistry textbook
- If a course is taught outside of the chemistry department (e.g. biochemistry), then it must require general chemistry as a pre-requisite.

Foundation Courses in the Annual Report

Courses from your 2018 Annual Report should be prepopulated in the form with the course names and numbers (Figure 8). You will still need to update the data for the 2018-19 academic year.

- Clicking on the icon will expand the selection
- If a course was NOT taught during the 2018-19 academic year, please delete it from this list by clicking on the icon
- Any courses that are not listed but were taught during the 2018-19 academic year should be added (click on the “Add” button and see Figure 9 on the next page).
- Please note that you must provide an actual value for enrollment. For larger courses (enrollment > 20), estimates for this value are acceptable.
Adding a New Course
Clicking “Add” will bring up the following dialog:

Best practices for Adding a New Course

- Choose one of the selections under course type. At this point, this field does not permit multiple selections. We’ve noted this error and will make changes in future iterations of the form.
  - If you have distributed content, choose the primary area for that course.
- If the course is primarily a lab course (i.e. has minimal lecture component), then check the “Is this a laboratory course” box.
- If the course is taught primarily online (not flipped classrooms), then check the “Is this course taught online” box.
- Course number: Includes course designation and number, for example: CHEM131, CEM132, etc.
- Course title: The text title for the course, for example: Organic Chemistry I, Thermodynamics, etc.
- Total number of CLASSROOM contact hours per semester: Number of hours in lecture per week * number of weeks in the quarter or semester.
- Total number of LAB contact hours per semester: Number of hours in lab per week * number of weeks in the quarter or semester.
- Course offered: Choose “Yes” if the class was offered, had students enrolled, and was taught during the academic year.
- Course enrollment: Enter a whole number
- Choose “Foundation Course” for all courses added on this page
Page 6: In-depth and Research Courses

Overview
These courses focus on depth rather than breadth. Each must have a foundation course or another in-depth course as a prerequisite.

Requirements
• Semester: 4 courses that provide a minimum 180 hours of instruction.
• Quarters: 6 courses that provide a minimum of 180 hours of instruction.
• These courses do not have to cover all of the sub-disciplines.
• Laboratory components of lecture courses are not included as in-depth coursework regardless of whether the lab component is coupled or uncoupled from the lecture component.
  o For example: Organic II can be counted as an in-depth course, but if you offer a 4 credit course (3 hours of lecture with a 3 hour lab), then only 3 credits will “count” toward the 12 credits required for in-depth coursework.
• The same course cannot be used as both a foundation and in-depth course.
• Cannot be the first experience in one of the sub-disciplines even if it requires a foundation prerequisite.
• Can be an elective course for the certified degree
• Research cannot be used towards the in-depth course requirement by the program, but students can use it to fulfill their in-depth requirements for certified degree.

Frequency
• Semester: 4 courses must be taught each academic year
• Quarters: 6 courses must be taught each academic year

Best practices
• 1- and 2-credit topical courses can count toward the requirement of teaching four in-depth courses a year using the following schemes.
  o Three 1-credit topical courses = One in-depth course (3 hours of instruction)
  o Three 2-credit topical courses = Two in-depth courses (6 hours of instruction)
• Seminar courses that have a topical area of chemistry as their focus often count as in-depth courses, even when they do not have a foundation course as a pre-requisite.
• Seminar courses that focus on professional development activities (e.g., resume writing) and/or general skills development (e.g., preparation of a department seminar, writing a report from a literature review) do not count as in-depth courses.
In-Depth & Research Courses in the Annual Report

Courses from your 2018 Annual Report should be prepopulated in the form with the course names and numbers (Figure 10). You will still need to update the data for the 2018-19 academic year.

- Clicking on the ⊹ icon will expand the selection
- If a course was NOT taught during the 2018-19 academic year, please delete it from this list by clicking on the x
- Any courses that are not listed but were taught during the 2018-19 academic year should be added (click on the “Add” button and see Figure 9 on the next page).
- Please note that you must provide an actual value for enrollment. For larger courses (enrollment > 20), estimates for this value are acceptable.

In-Depth and Research Courses

Please list all classroom, lab, and research courses that can be used to satisfy the requirement for In-depth course work. Please refer to the Annual Report Guide for more information on identifying In-depth coursework.

Courses prepopulated from 2018 periodic report

Keep track of courses here

Figure 10: In-depth & Research Course page, includes prepopulated data and the option to add more courses.

Best practices

- Choose one of the selections under course type.
- If the course is primarily a lab course (i.e. has minimal lecture component), then check the “Is this a laboratory course?” box.
- If the course is taught primarily online (not flipped classrooms), then check the “Is this course taught online” box.
- Course number: Includes course designation and number, for example: CHEM131, CEM132, etc.
• Course title: The text title for the course, for example: Organic Chemistry I, Thermodynamics, etc.
• Total number of CLASSROOM contact hours per semester: Number of hours in lecture per week * number of
  weeks in the quarter or semester.
• Total number of LAB contact hours per semester: Number of hours in lab per week * number of weeks in the
  quarter or semester.
• Course offered: Choose “Yes” if the class was offered, had students enrolled, and was taught during the
  academic year.
• Course enrollment: Enter a whole number
• Choose “In-depth Course and Research” for all courses added on this page

Summary Page & Submitting Your Report
The final page of the form provides a summary of the data that you have submitted. When you are finished, return to
the Summary Page and scroll to the bottom to submit the report (see Figure 11).

Best Practices

▪ Be sure to check the disclaimer box. You may need to scroll both in the dialogue box and in your browser to
  access the disclaimer.
▪ Print to PDF is available, it prints a version of the Summary Page for you to keep for your records.
▪ Save and Exit: DOES NOT submit the form. If you choose this option, the form will remain in your portal and will
  be available for editing. It does not get submitted to us.
▪ Submit: Performs a check to ensure that all fields are completed and then submits the form to the ACS Approval
  Office. You cannot edit the form after you submit it, but you can make a PDF from the institution portal.
  o If the form does not validate (i.e. there are errors in one or more fields), the following will appear (and
    you may need to scroll up to see it) on the page where the first error occurs.
- Missing fields, or fields that contain an error will be indicated in red:

![Image of form with red indicators for missing or erroneous fields]

- As you correct the errors, be sure to click “Next” on each page to ensure that the corrections are saved in the form.
- Once all errors are corrected, you will once again reach the Summary page.
- Be sure to click on the disclaimer box before submitting the form.
- After submitting, you can access your report from the Institution Portal:
  - Click on “Institution Details” from the portal landing page.
  - Choose the “Submission History” tab (see Figure 12).
  - You can view and make a pdf of your report from this tab. You cannot edit the submitted report. If you need to edit the report please contact us at cpt@acs.org so that we can open the report for you.

![Image of Institution Portal with Submission History tab highlighted]

*Figure 12: Access to submitted annual report.*
1. Log on to CPARS with your ACS ID and password.
   a. Use the “Institution SSO Login” option.
2. From the portal landing page, click on “Start a New Report.”
3. Click on the “Annual Report” icon.

4. **Page 1: Annual Report**
   a. Enter 2018 to submit the 2018-19 report.
   b. Update any missing institutional data. Ensure that all fields with an asterisk are completed.
   c. Indicate whether you are the department chair.
      i. If you’re not the department chair, please enter the full name and email address of the current department chair.
   d. Click “Next.”

5. **Page 2: Degrees Awarded**
   a. For each category, enter the number of bachelor’s degree recipients who graduated during the 2018-19 academic year (from Fall 2018 through Summer 2019).
      i. Certified = Graduates that completed the ACS approved curriculum
      ii. Not Certified = All other graduates
   b. The system will automatically provide totals for each category (e.g. gender identity, ethnicity).
   c. If you have a Master’s and, or, Ph.D. program in chemistry, you will be prompted to enter the gender identity and ethnicity of your 2018-19 graduates in those categories.
   d. Click “Next.”

6. **Page 3: Student Enrollment**
   a. For programs with a Master’s and, or, Ph.D. program enter the total number of full- and part-time graduate students in your program.
      i. If you have both a Master’s and a Ph.D. program, please enter data for only the Ph.D. program.
      ii. If you have a bachelor’s degree program, please enter zeroes for all fields.
   b. Click “Next.”

7. **Page 4: Department Faculty Members**
   a. Data may be prepopulated on this page.
   b. Ensure that all faculty members are listed.
      i. Delete any that are no longer with your program.
      ii. Add any new faculty members (tenure track and instructional, or non-tenure track).
   c. Complete all required fields for all faculty members.
      i. Enter a title only if the Faculty Rank is “Other.”
      ii. The “Specialization” drop down menu allows you to select multiple areas.
      iii. Be sure to indicate whether each faculty member has a Ph.D.
   d. Click “Next.”

8. **Page 5: Foundation Courses** (all institutions complete this section)
   a. Data may be prepopulated.
   b. Ensure that all courses listed were taught in 2018-19.
      i. Delete any courses that were not taught.
   c. Complete all required fields.
      i. For Course Type, choose one of the subdisciplines (ABIOP) even if the course contains distributed content.
   d. Be sure to indicate (with the checkbox) if a course is a standalone lab or taught solely online.
e. For course type, please select “Foundation Course.”
f. Click “Next.”

9. **Page 6: In-depth & Research Courses** (Ph.D. granting institutions, complete for only 1 course)
   a. Data may be prepopulated.
   b. Ensure that all the courses listed were taught in 2018-19.
      i. Delete any courses that were not taught.
      ii. Add any missing courses.
   c. Complete all required fields.
   d. Be sure to indicate if a course is a standalone lab (i.e. no significant lecture component) or taught solely online.
   e. For “Course Category,” please select “In-Depth Course & Research.”
   f. Click “Next.”

10. **Summary & Disclaimer**
    a. Scroll to the bottom of the summary and check the box that indicates that the information provided is true, complete, and accurate.
    b. Click “Submit.”
    c. System will identify any errors in data entry. Once those errors are addressed, please be sure to click “Next” on each page to save and then re-check the disclaimer box before submitting.