QuickStart Guide to the 2024 Periodic Report

Office of Higher Education | CPT@acs.org
January 2024
The Periodic Report is a lengthy document. If you have questions or technical trouble, please email CPT@acs.org.

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• CPARS Information & Training
• Information on maintaining ACS approval
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This will be pre-filled based on what you’ve provided in CPARS. Please email CPT@acs.org with any necessary changes.

Please select “save and next” on each page to continue with the report.
How does your department function relative to your institution? Do chemistry faculty have input in hiring and curricular decisions?

Throughout the report, text boxes will appear if your answer requires more explanation. Selecting “no” to this question is the first example.
## Salaries, Budget, Support

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

### 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
- Associate Professor
- Assistant Professor
- Instructor

**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**

- Operating, not including salaries
- Average instrument maintenance & repair
- Average student & faculty travel
- Average internal grants
- Average external grants expenditures

**Institutional support**

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

### Table:

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating, not including</td>
<td></td>
</tr>
<tr>
<td>salaries</td>
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<tr>
<td>Average instrument</td>
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<tr>
<td>maintenance &amp; repair</td>
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<tr>
<td>Average student &amp; faculty</td>
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<td>travel</td>
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<td>Average internal grants</td>
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<tr>
<td>Average grants</td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
</tr>
</tbody>
</table>
Please provide enrollment data for AY 2023-2024. Undergraduate placement data will now be reported yearly in the Annual Report.

<table>
<thead>
<tr>
<th>Category</th>
<th>Enrollment Data Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Entire Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* In All Undergraduate Chemistry Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Total Number of Graduate Students in the Chemical Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Total Undergraduate Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Seniors Nearing in the Chemical Sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

Please create a new record for each type of faculty (e.g. associate/assistant/full professor, etc.).

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

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

NMRs do not need to be research quality to meet the guidelines.
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
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- Optical molecular spectroscopy
- Optical atomic spectroscopy
- Mass spectrometry
- Chromatography/separations
  - Electrochemistry
While not a requirement, ACS suggests that lab sections contain a maximum of 24 students per supervisor.

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

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

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:

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

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.
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).

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.

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).
Lab Instrumentation & Computation

Supra-molecular aggregates

* Do you cover Supra-molecular aggregates?
  - Yes
  - No

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.

Please provide a short description for both areas.
Undergraduate Research

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.
Skill Development & Safety Culture

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.

A single example of an assignment and its assessment is acceptable.
DEIR: Program Reflections

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.

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

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.
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.

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.

This is calculated automatically.

Then click on “Save and Next” and submit the report.