ACS Committee
Professional Training

2024 PERIODIC REPORT CHECKLIST

1. Data needed for the periodic report

☐ Average salaries for full professors, associate professors, assistant professor, and full-time contract teaching faculty members.

☐ If your budget is less than $60k annually, have the following budget numbers ready (for the current academic year and a 6-year average):
- Operating budget, not including salaries
- Instrument maintenance and repair
- Student and faculty travel
- Internal grants
- External grants

☐ Number of faculty members and associated demographics (i.e., gender, race, ethnicity)
Use the definitions in the form to categorize faculty members. CURRENT FACULTY only (those employed during the current academic year).

☐ Enrollments for the current academic year including:
- Entire campus,
- Total number of undergraduates
- Total in all chemistry courses,
- The number of seniors majoring in the chemical sciences
- For institutions with graduate programs: The total number of graduate students in the chemical sciences

☐ A list of all equipment/instrumentation used for instruction. Only include the name of the instrument (we don't need the year acquired, manufacturer, or model; you can leave those sections blank).

If you have more than one instrument of the same type, please only report a single instance. For example, if you have 3 UV-Vis spectrometers, you need only report one of those.

2. Entering Courses

Course Checklist: All programs must include the following course types in the report. More details on information required for each course is included in a table on the next page.

☐ Introductory courses
☐ Foundation courses
☐ All in-depth courses, not just those required for the degree
☐ Required math courses
☐ Required physics courses
☐ Any other required or elective courses that chemistry majors might take.

Programs that have **faculty with 15 or more contact hours per semester/quarter** must also include:
☐ **ALL** courses taught by faculty with 15 or more contact hours.

Information required for each course type:

Introductory courses	Foundation & In-Depth Courses	Math/Physics	Other
• Course title • Course number • Credits • Total class hours* • Total lab hours* • Textbook used • Textbook authors • Is the course used to meet the biological macromolecule requirement?	• Course title • Course number • Credits • Total class hours* • Total lab hours* • Textbook used • Textbook authors • ABIOP (foundation only) • Prerequisite (in-depth only) • Is the course used to meet the biological macromolecule requirement? • Required or Elective for each track	• Course title • Course number • Credits • Total class hours* • Total lab hours*	• Course title • Course number • Credits • Total class hours* Total lab hours*

*__Example class/lab hours calculation__: *If* class meets 3 times a week for 50 minutes in a 15-week semester, *then* the total class hours = (150 minutes per week) * (15 weeks of class) / 60 = **37.5 hours**

3. MSN Requirements

Content areas: synthetic polymers, biological macromolecules, supramolecular aggregates, and meso- or nanoscale materials

Programs must cover at least two of the four content areas. For each, please provide the following uploads:

☐ Syllabus and 1 exam for each course that covers MSN content OR
☐ A document that lists the courses where MSN content is taught and for each course:
- The content covered
- The amount of time of that coverage
    - A maximum of 7.5 hours/course can count toward the 15 hours of required coverage.
- Lab or classroom activity
- Whether the course is required for the certified track

4. Supplemental materials for uploads

☐ Syllabi from five in-depth courses (current & previous academic years), preferable spanning ABIOP.

If you did not teach an in-depth course in a particular subdiscipline during the last two academic years, **submit the materials for the foundation course instead.**

☐ For each syllabus submitted, include at least ONE exam from that course. Do not include ACS Exams.

☐ A list of experiments performed in required lab courses, excluding general chemistry.
Organize the experiments by course and include experiment title, description, and instruments used.

☐ A four-year plan for students in each **certified** track. Please indicate required courses and electives. If you do not have a prepared four-year plan, you may use the template provided at the end of this checklist.

☐ For institutions that do not have a Ph.D. program: A list of publications from the last six years. Underline any undergraduate authors.

5. If you use research to meet the lab hours or in-depth course requirement:

☐ Submit 3-5 research reports.
Each report should have the student's name redacted and be graded by the research mentor.

☐ If you have a rubric that you use for evaluation of student research reports, please include it with the uploaded reports.

6. Student Skills Section

☐ For each skill listed, include where the skill is introduced (course) and subsequent courses where the skill is reinforced. **The purpose of this section is to assess whether skills are scaffolded throughout the curriculum**.

☐ For each skill, briefly describe an assignment and how the skill is assessed.

For example: "Students are asked to write an annotated bibliography focused one of the techniques used in lab (e.g., EPR on biological systems), which is evaluated through peer review (students exchange bibliographies and then use them as part of their lab report on that technique).

7. DEIR Requirements

On the last page of Part 1 there is a new section including a few "yes" or "no" questions that pertain to the DEIR guidelines.

For each of the new DEIR questions, provide an explanation **ONLY** if you respond "No" to the prompt. If you are unable to respond due to state laws/regulations, please indicate that in the response field.

8. Normal Expectations/Markers of Excellence

There are two new questions pertaining to normal expectations/markers of excellence on the report.

Use this space to describe how your department meets the normal expectations/markers of excellence guidelines in one or more areas of the guidelines. This provides the reviewers with an opportunity to identify programs doing innovative work. You can also use this to describe initiatives that you plan to explore in the future.

Please note: to maintain ACS approval, only the critical requirements must be met.

9. Contact Hours – Part II of the form

Only report contact hours for any faculty member or adjunct with **15 or more contact hours for a single semester/quarter.**

- Do not record contact hours for teaching assistants
- Do not record contact hours for lab coordinators unless they physically teach the course, even if they are the instructor of record.

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Certified Track Template

This template is provided as an optional tool to use to assist you in gathering information for the report. It is not meant to be submitted in lieu of the report.

Foundation Courses

Analytical	
Biochemistry	
Inorganic	
Organic	
Physical	

Required In-Depth Courses

Course	Prerequisite	Number of credits

Elective In-Depth Courses

List the courses that are electives, indicating when students have a choice.
For example, students can take CHEM 324 Instrumental OR CHEM 335 Advanced Analytical as an elective

Course	Prerequisite	Number of credits

Lab Hours

Include all required labs beyond general chemistry, the total number of lab hours (use this calculation: number of lab hours per week * number of weeks in semester/quarter).

Course	Total Lab Hours

Research courses

Course	Required or Elective	Number of credits	Used to meet lab hour requirement?

Seminars, Independent Studies, Advanced Topics, or other chemistry courses

Course	Required or Elective	Number of credits