

# Pre-Application FAQ

## What academic year should I use when filling out the pre-application?

**April pre-applications:** Use the current academic year.

**October pre-applications:** Use the previous academic year.

## We have an NMR, but it's not currently functioning. Can we apply?

We recommend that anyone interested in seeking ACS Approval apply, though having a functional NMR that is used by undergraduates is one of the key requirements of ACS Approval.

## How do I classify courses?

Courses for chemistry majors are classified into four categories: Introductory, Foundation, In-Depth, and Other.

- **Introductory courses** are defined as the student's first exposure to chemistry. Do not classify broader service courses as introductory courses. Include only introductory courses that are required for the chemistry major.
- **Foundation courses** are defined as courses where students get their first exposure to one of the five major subdisciplines of chemistry— analytical, biochemistry, inorganic, organic, and physical (ABIOP).
  - Courses that use a general chemistry textbook cannot be classified as foundation courses.
  - Upper-level courses can be classified as foundation, if the course is the student's first exposure to the subject after general chemistry, e.g., Inorganic.
- **In-Depth courses** are defined as a deeper dive into one of the ABIOP subdisciplines. The courses must have either a foundation course or other in-depth course as a pre-requisite.
  - Examples include the second semester of organic, the second semester of physical chemistry (regardless of whether you teach thermo or quantum first).
- Other courses are defined as any other course that your faculty members teach that is not part of the required curriculum for chemistry majors.
  - This includes the service courses that are taught by chemistry faculty members and courses that are for majors in other tracks (e.g., in a forensic chemistry track rather than in the track being evaluated by ACS)

## How do we respond to the prompt "Is this course taught online?" for courses taught during the pandemic?

Check this box only if the mode of content delivery for the course was designed to be fully online. If the course was designed to be taught in person, but was moved to remote during the pandemic, do not check this box. Do not check the box if only a single section in a multi-section course is taught online.

## How do I classify faculty members?

There is an entire tutorial focused on classifying faculty members, but briefly:

- Permanent, full-time faculty = faculty members that are wholly dedicated to the department and includes both tenure track and instructional faculty. Typically, these faculty members participate in activities like department governance, curriculum development, advising, etc.

- Permanent, part-time faculty = faculty that have split appointments. Typically, faculty equally shared between departments.
- Temporary faculty = faculty that have limited contracts. Examples include visiting or sabbatical replacement faculty (full-time, temporary) and adjuncts (part-time, temporary). Instructional faculty members that have a full teaching load and a reasonable expectation for continued employment should NOT be in this category.

## How do I classify faculty members that might not fit exactly into those categories?

### Examples

- **Lab coordinators** without a teaching assignment but supervise TAs and act as the instructor of record for large, multi-section lab courses should be classified as **permanent, full-time**.
- **Deans or other administrative faculty members** that have an appointment in the department, but do not teach **should not be included**. If they have a teaching assignment AND admin duties as dean/provost/etc. then they should be classified as **permanent, part-time**.
- **Department chairs** with a teaching release should be classified as **permanent, full-time**.
- **Research faculty** without teaching assignments **should not be included**; if they teach a course to help, then classify them as **permanent, part-time**.

## How do I report contact hours for a course that is team taught?

The form asks for the length of the course (in minutes) and the frequency per week. Split the course time to account for the number of faculty members that are team teaching.

- Example: Two faculty members team teach an analytical chemistry course that meets for 50 minutes on M, W, F. Report that each faculty member has a 25-minute course, 3 times per week.

## How do I report sabbaticals or someone that is not teaching for a semester?

This will be updated in the April 2022 version of the document, however, until then, please create a course called **No Teaching Assignment**, classified as an “Other” course. When entering it into the contact table, enter the class time as 1 minute and the frequency as 1 time per week. We’ll fix it for you once it’s submitted.