Pre-Application Report Guide

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The pre-application is the first step in the process of obtaining ACS Approval. The application is housed in the Chemistry Program Approval and Review System (CPARS), which is the online reporting system. Institutions will be able to access all forms and reviews via this system.

A series of tutorials and a quick start guide are available on the ACS Approval Program website under the CPARS Training tab.

Getting Access to CPARS

Logging into the system
URL: https://institution.acs.org/institution
Login credentials: ACS ID and password

An ACS ID and password can be obtained at no cost here.

Requesting Access
1. Login with your ACS ID and password.
2. Complete the portal request form.
   a. Be careful choosing your institution as many schools have similar names.
3. Submit the portal request form.
4. ACS will approve your request within 1 business day.

Starting your Report
Once you log into the system, you will on the landing page for the institution portal (see below)

To start a new report, click on the menu item on the left-hand side of the page. If you have already started a report, but have not submitted it, then the report will be available under “Pending Transactions.”

To open the report, click on the pre-application icon.
Navigating the Form
The first page of the form is shown below. To navigate the form, you have several options:

- Use the breadcrumbs at the top of the form to move between pages. As you navigate, your data will be saved. Hovering over each of the breadcrumbs will trigger a pop-up that indicates the section of the form.
- You can also move between pages using the “Save and Next” button at the bottom of the page.
- If you’d like to save the data on the page without exiting or moving to the next page, click “Save.”
- Click on the house icon at any time to return to the landing page. Note, you must save data before doing this (use the save and exit feature).

Completing the Form
Institution and Department Chairperson

- Check the institution information to ensure that it is correct (in the example below the institution information is missing). This information is streamed directly from the Directory of Higher Education, so you will not be able to make changes. Please contact us at cpt@acs.org to request changes.
- Choose the appropriate response to the chairperson prompt. If you are not the current department chairperson, then please enter the name and email address of the current chairperson.
• The number of bachelor’s degrees conferred by the chemistry program should include all bachelor’s degrees in the chemical sciences and should not be limited only to degrees in chemistry.
• There is a requirement that you average at least 2 graduates per year over a six-year period.
• There is a requirement that programs be accredited by a regional accrediting association.

Faculty
There are three broad categories of faculty members:
• Permanent Full Time: 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. Include only faculty members that are wholly dedicated to the chemistry
program. Please do not include adjuncts, visiting faculty, faculty with roles in multiple departments. Do include faculty with dual teaching and research OR teaching and administrative duties as long as those duties are within the chemistry department or program.

- **To complete the form:** Choose the type of faculty member from the drop-down menu. There is an additional choice if you scroll down to the bottom of the list. Enter the number of faculty with that title and the number that have a terminal degree (typically Ph.D.). The values will automatically update.
  - Do this for each type of full-time faculty members in your department.
  - If you have no faculty members in one of the “Type” categories, you do not need to indicate that.

- **Permanent Part-Time:** Defined as faculty members that work full time at the institution but are not wholly dedicated to the chemistry program; these folks may have split appointments. This category will include
  - Part-time, tenured faculty members: Full or associate professors who have appointments split between two or more departments.
  - Part-time pre-tenure: Assistant professors split between departments
  - Part-time instructional: Instructional faculty that teach in multiple departments (including chemistry)

- **Temporary Faculty:** Faculty that have a limited contract without an expectation to return. Examples include:
  - Temporary, full-time faculty: Visiting professors, sabbatical or parental leave replacements
  - Temporary, part-time faculty: Adjuncts
Instruments & Journals

Instruments

The ACS Guidelines require

- A working NMR spectrometer used for teaching
- Instruments in at least 4 of the 5 other areas

In this section, simply indicate whether you have at least one instrument in each of the categories.

<table>
<thead>
<tr>
<th>List of Instruments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a minimum of one instrument in that category that is both operational and used by undergraduate students?</td>
</tr>
<tr>
<td>* NMR Spectrometer</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>* Mass Spectrometer (e.g. MS, GC-MS, LC-MS)</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>* Electrochemistry (e.g. potentiometry, amperometry, coulometry, voltammetry)</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>* Optical Molecular Spectroscopy (e.g. FT-IR, fluorescence, Raman, UV-VIS)</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>* Chromatography &amp; Separations (e.g. GC, GPC, HPLC, ion chromatography, capillary electrophoresis, SEC)</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>* Optical Atomic spectroscopy (e.g., atomic absorption, ICP-atomic emissions)</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

Journals

The ACS Guidelines require that you have access to at least 14 journals from the list provided. Four of these need to be general content journals.

Choose the journal name in the “available” column, click to highlight, and then use the right arrow to transfer it to the “selected” column.

<table>
<thead>
<tr>
<th>Journal List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select all journals available to students (in print or online)</td>
</tr>
<tr>
<td>General Content Journals</td>
</tr>
<tr>
<td>Available</td>
</tr>
<tr>
<td>Accounts of Chemical Research</td>
</tr>
<tr>
<td>ACS Central Science</td>
</tr>
<tr>
<td>Angew. Chem. Int. Ed.</td>
</tr>
<tr>
<td>Chem. Commun.</td>
</tr>
<tr>
<td>Topical Titles</td>
</tr>
<tr>
<td>Available</td>
</tr>
<tr>
<td>ACS Nano</td>
</tr>
</tbody>
</table>

Course Details

On the course detail page, you should enter ALL courses taught by chemistry faculty members. The easiest way to do this is to use your course catalogue and enter each course. You may leave out graduate level courses. All the courses that you enter in this form will then pre-populate subsequent forms.

Classifying Courses

Courses are organized into the following categories:

- Introductory Courses
- Foundation Courses
- In-Depth & Research Courses
- Physics Courses
- Math Courses
- Other Courses
**Introductory Courses**
These are the first chemistry courses taken by chemistry majors, e.g., General Chemistry I, II. Do not include service courses in this category (these courses should be in the “other” category.

**Foundation Courses**
These are the student’s first exposure to the following subdivisions in chemistry (ABIOP) beyond general chemistry:
- Analytical
- Biochemistry
- Inorganic
- Organic
- Physical

These courses utilize specialized textbooks (i.e., a course cannot be considered a foundation course if it uses a General Chemistry textbook) and are not necessarily lower-level courses. For example, the student’s first exposure to inorganic chemistry (beyond general chemistry) is typically in an upper-level course.

**In-Depth & Research Courses**
In-depth courses are a deeper dive into chemistry and, as such, must have a foundation course pre-requisite. Some higher-level in-depth courses require another in-depth course as a pre-requisite. For example, the second semester of organic is considered an in-depth course because it requires organic I (a foundation course) as a pre-requisite.

Typical in-depth courses:
- Organic II
- Physical Chemistry II (the second course, regardless of whether thermodynamics or quantum mechanics is taught first)
- Instrumental Analysis
- Biochemistry II
- Advanced Organic Synthesis
- Advanced Spectroscopy

Courses that are typically not categorized as in-depth:
- Seminar courses
- Capstone courses
- Standalone lab courses, especially if it is the student’s first exposure to the content area.
- Any coupled lab course (e.g., the lab part of organic II)

Courses that may be categorized as in-depth
- Special topics courses may meet the in-depth requirements if they have the foundation course pre-requisite and are taught at a level commensurate with an upper-level in-depth course.

**Math & Physics Courses**
Any required cognate courses in math and physics.

**Other Courses**
This category includes any other courses taught by your faculty that are not required or electives for the chemistry major.
Completing the form

1. Choose the course category (you’ll have to scroll down to see the “Other” category)
2. Provide the course number (e.g., CHEM 100), the course title (e.g., General Chemistry I), and the number of credit hours.
3. If the course is designed to be taught online only, check the “Is this course taught online” box.
4. If the course is a laboratory course, check the “Is this a laboratory course” box.

Do this for each course (this section is called a “repeater”). Using the ADD function to add another repeater. Use this icon 🔄 to copy the repeater (sometimes this makes it easier to add similar courses). Use the X icon to delete courses.

**Entering Lab Courses**
For courses where the lab and lecture parts of the classes are coupled, please split them into a lecture and a lab component. For example, if your organic chemistry course (CHEM231) is a 4-credit course, with 3 hours of lecture and 1 hour of lab each week enter it this way:

- CHEM231 Organic Chemistry I 3 credits (do not check the lab course box)
- CHEM231L Organic Chemistry I Lab 1 credit (check the lab course box)

You’ll see why this is necessary when you get to the next section on Contact Hours.

**Teaching Contact Hours**
For each faculty member enter:

- First Name, Last Name
- Faculty Rank (be sure to scroll down to see all options)
  - Professor
  - Associate Professor
  - Assistant Professor
  - Instructional Faculty
  - Lab Coordinator
  - Other (this choice opens another text field to provide a description, this is usually used for adjuncts)
• Position Type
  o Permanent full-time
  o Permanent part-time
  o Temporary full-time
  o Temporary part-time
• Tick the box if the faculty member has a Ph.D. or other terminal degree (e.g., Ed.D.)
• Choose faculty member specialization

For the contact hours, all the courses that you entered are available under the “Course Number” drop down. Enter each course taught by the faculty member during the current (May submissions) or previous (October submissions) academic year.

For each semester or quarter:
• Choose the course taught (differentiate between lab and lecture sections of the same course)
• Enter the class time in minutes
• Enter the number of times the course was taught each week.
• The contact hours will automatically be calculated

Sabbaticals or Course Releases
If one of the faculty members did not teach during either fall or spring semester (or during one quarter) leave that section blank. If the form requires data for that field, go back to the course page and enter an “Other” course called “Not Teaching” CHEM000 (it meets for 1 minute, 1 time per week). We will make appropriate adjustments in the form after it is submitted (a fix is in the works for this and may be available by the end of 2021).

Enter information and contact hours for all faculty in the department, including adjuncts and temporary faculty, but excluding teaching assistants or graduate students.

Submitting the Form
The final page of the form shows you a summary of the information that was entered into the form.

1. Scroll to the bottom of that page.
2. You can print a pdf of the summary page by clicking on “Print to PDF.”
3. To submit, check the box on the lower left-hand side of the page to indicate that the information that you entered was true, complete, and accurate.

4. Click on the submit button (note, this button can only be accessed after you’ve checked the box as noted above).
5. Once you click submit, one of two things will happen
   a. The report will be submitted, you’ll see evidence of a successful submission.
   b. The report will “bounce” to a page that contains form errors (e.g., missing fields). The system will only find the first error, which will need to be fixed. Once you update the form, navigate back to the final, summary page and submit again (you’ll have to check the confirmation box again). Repeat until all errors have been addressed and the form submits successfully.

Upon return to the landing page in the institution portal, the form should no longer be present under “Pending Transactions.” If the form is still available under “Pending Transactions,” then either it (a) didn’t submit correctly or (b) the system hasn’t caught up with the submission (you can check on this by refreshing your screen).

Accessing the Completed Report
To access your completed report, navigate to the institution portal landing page and click on “Institution Details.” Then click on the “Submission History” tab. Find the report. You can print a pdf of the report from here.

Please feel free to contact us at cpt@acs.org with any issues in submitting your form.