

CHECKLIST FOR RETURN
OF 2005 FIVE-YEAR REPORT MATERIALS
TO ACS COMMITTEE ON PROFESSIONAL TRAINING

- A. **ONE ORIGINAL AND TWO COPIES** of the five-year report form. Please ensure all pages of the form are completed. Provide information only on your curriculum that leads to an ACS-certified degree. Refer to the enclosed guidelines booklet for the requirements for an ACS-approved program.
- B. For the curriculum summary (Tables I-III) and teaching load (Table IV) sections of the form, please report information from the **2004-2005** academic year. Please use all available space in Table IV – report several faculty members on each page.
- C. **Item 5a, page 2:** Ensure that you have recorded a “0” in the total/all faculty cell for each category in which you have no faculty.
- D. **TWO** copies of your current school catalog. If your institution does not produce printed catalogs, please print out and submit **TWO** copies of the degree requirements and complete course offerings and descriptions for both the chemistry and the physics programs.
- E. Please place the school name, course name, course number, and year taught in the **TOP RIGHT HAND CORNER** of all syllabi and tests/examinations submitted.
- F. **TWO** copies of the most recent syllabi and all tests/examinations for any upper level and advanced courses in your program that do not have physical chemistry as a prerequisite (see page 8 of the enclosed report form). If a course does not have examinations, please provide other supporting documentation that illustrates the level at which the course is taught. **NOTE:** If you have used ACS standard exams in the last two years, please provide profiles of your students’ rankings on each examination.
- G. **TWO** copies of the most recent syllabi and all tests/examinations for the courses that you are using to satisfy the new biochemistry requirement. If you are using an integrated approach, please clearly identify the courses that are being used for this purpose.
- H. If you use an integrated approach to cover core topics (e.g., descriptive inorganic chemistry in the general chemistry course), please send **TWO** copies of the syllabus and all tests/examinations from the most recent offering of each relevant course(s) (see page 6 of the report form).
- I. If you do not list a textbook for a course, please provide **TWO** copies of the syllabus and all tests/examinations, including a **list of experiments** in the case of laboratory courses. It is not necessary to submit lab manuals or extensive detail on lab courses unless specifically requested after CPT has reviewed your report.
- J. If you use a laboratory research course as one of your advanced course options, please provide a sampling of research reports (**THREE to FIVE**) that have been prepared by your students, representative by discipline and faculty, with the grade the student received indicated on each. Do not send co-authored publications. These reports will be returned if you so indicate in item 11 of the five-year report form.
- K. If your department does not have a full listing of faculty in the *ACS Directory of Graduate Research*, please complete Faculty Personal History Record forms for any new faculty (began working for the department between the start of Summer term 2000 and the start of Fall term 2005) who are still in your department. **DO NOT** include faculty hired before the spring of 2000. Please photocopy the enclosed form if you need to report more than one new faculty member.

Locked Word document for the 2005 five-year report is available at: <http://center.acs.org/cpt/>

ID: solid

Password: state

5. Faculty:

- a. Number of Chemistry Faculty (If you have no faculty in a particular category, please record a "0" in the total rows for that category.)

	All Faculty	Male	Female	African American	Native American	Asian American	Hispanic
Full-Time Total	7	7	0	0	0	0	0
With Ph.D.	7	7	0	0	0	0	0
Tenured	6	6	0	0	0	0	0
Tenure-Track	1	1	0	0	0	0	0
Permanent Non-Tenure-Track	0	0	0	0	0	0	0
Part-Time Total	10	5	5	0	0	0	0
With Ph.D.	3	1	2	0	0	0	0
Tenured	1	0	1	0	0	0	0
Tenure-Track	0	0	0	0	0	0	0
Permanent Non-Tenure-Track	0	0	0	0	0	0	0
Adjunct	0	0	0	0	0	0	0
Temporary	10	5	5	0	0	0	0

- b. Please check the minimum salary for each rank for chemistry faculty (nine months):

	Professor	Associate Professor	Assistant Professor
Below \$41K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$41 - \$50K	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
\$51 - \$65K	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
\$66 - \$80K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over \$80K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- c. Describe the sabbatical or professional leave program at your college/university.

Faculty are eligible every seven years and apply to college committee for allocations of approximately 6 per year.

Number of chemistry department sabbaticals or professional leaves in the last five years:

Requested 2
Granted 2

6. Contact Hours (classroom and laboratory):

- a. Contact hours/week:

Range from 2 to 15 ; Average 11.5

7. Chemistry Expenditures (rough estimates - 2 significant figures):

If your expenditures are over \$60,000 per year, excluding internal and external grants, salaries, and library budget, please check here and go to item 8

	Current	Five-Year Annual Average
a. Operating Expenditures Exclusive of Salaries	\$ _____	\$ _____
b. Instrument Maintenance and Repair	\$ _____	\$ _____
c. Grants	\$ _____	\$ _____

8. Support Staff:	Number Secretarial	<u>1</u>
	Number Stockroom	<u>2.5</u>
	Number Instrumental Technicians	<u>0.3</u>
	Number Other	<u> </u>

9. Library and Literature Access

a. Number of Chemistry Journal Subscriptions in Your Campus Library(s):

*Fewer than 20 *20-30 31-50 Over 50

**Complete Appendix A, if fewer than 31.*

b. Chemical Abstracts: Hard copy
 Online through SciFinder Scholar
 Online through STN
 Other Access Please Specify: Dialog

i. Report the number of Chemical Abstract searches per year or the expenditure for searches per year. Approximately 55 in the fall and 30 in the spring.

ii. Describe briefly how undergraduate students and faculty access titles and abstracts on a regular basis (offices, library, other).

Faculty can access information from the library, offices, or from home. Students can access information from the library, computer laboratories, or from home.

c. Literature Access: How do students learn to use the chemical literature, print and electronic? (Check appropriate items)

Dedicated course in chemical literature
 In research and/or independent study
 Integrated in other chemistry courses

10. Biochemistry Requirement:

- a. Please submit syllabi and *all* exams for all courses used to meet the biochemistry requirement.
 b. Please describe how the biochemistry requirement is met in your curriculum. Include course name(s) and number(s).

All students are required to take a 3 unit biochemistry course, CHEM 451, "Biochemistry".

11. Undergraduate Research:

Is undergraduate research used to fulfill certification requirements, including lab hours?

Yes If yes, is a comprehensive written report required? Yes No
 No If no, please go to item 11b

a. Please submit a sampling of the required, comprehensive research reports or theses (prepared by students), representative by discipline and faculty, with the grade the student received indicated on each. Number submitted 4 (5 maximum). Should we return these reports? Yes No

b. Participation in undergraduate research during the last five years. Please do not double count students who have enrolled in more than one semester of research.

Number of Graduates (certified and non-certified, all degree concentrations) from the
 Chemistry Department Involved 34 Chemistry Faculty Involved 11
 Number of Students Outside the Chemistry Department Involved 14

12. Laboratory Facilities:

a. Are the following laboratory facilities adequate for your instructional program:

Safety Shower(s)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Hoods	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Eye Wash(es)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Ventilation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Fire Extinguisher(s)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			

b. Does the department/university have:

Established Safety Rules	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Emergency Reporting Procedures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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c. Are there adequate facilities and arrangements for disposal of chemical waste? Yes No

d. If no is checked for any of the above, please explain. If you need more room please include your response with item 13.

13. Please comment on the adequacy of the facilities and space available for the undergraduate chemistry program.

Space and facilities are now adequate due to college support for some laboratory modifications.

14. a. Please complete Appendix B (Instrumentation). In each case, please list the instrument(s) used by undergraduates in the curriculum required for certification.

b. Please comment on the adequacy and condition of your equipment.

Our equipment is adequate to good due in part to obtaining college support of approximately \$160,000 over the last three years for new equipment.

15. How is lab safety taught to undergraduates (check appropriate items)?

Dedicated course in laboratory safety	<input type="checkbox"/>
Introduction to all chemistry laboratories	<input checked="" type="checkbox"/>
In research and/or independent study	<input checked="" type="checkbox"/>
Student participation in safety committees	<input type="checkbox"/>

16. a. If your department does not have a full listing of faculty in the *ACS Directory of Graduate Research*, please provide Faculty Personal History Record forms (blank copy enclosed) for all faculty members hired in the last five years and currently on your faculty. Also, if your department is not listed in the Directory, please provide a list of all faculty and student publications in the last five years.

No publications in the last five years

No new faculty members in the last five years

- b. Are maximum and minimum teaching loads established as an institutional policy? Yes No

If so, explain briefly:

Maximum teaching loads are established by the collective bargaining agreement. Currently the administration and union are accepting the 15 contact hour limitation although it is in conflict with the union contract and general institutional policy. Minimum teaching loads are somewhat budget dependent but loads below and varying much from the maximum need justification and prior approval.

- c. Do contact hours include time spent supervising undergraduate research? Yes No

17. Please outline and comment on (in as much detail as you wish) changes in the last five years in faculty, facilities, support personnel, curriculum, capital equipment, professional development, and any other items related to your program that you believe would be of interest to CPT. We would be especially interested in any new programs you are about to undertake. Attach additional sheets, if necessary.
Also, **SEND US TWO COMPLETE COPIES OF YOUR CURRENT COLLEGE CATALOG.**

1. BS in Biochem and proposed change to take effect for the 2007 catalog.
2. BA
3. Inorganic - New faculty

Table I. List below all required courses in your chemistry CORE in the sequence suggested for certified students. Refer to pgs. 6-7 in the 2003 ACS guidelines for the ACS definition of CORE courses.

Course Number	Course Title	Total Hours ¹		Textbook and Author ²	Yr*	Integrated Core Material % Breakdown ³				
		Class	Lab			A	B	I	O	P
CHEM 103	General Chemistry	45	45	Chemistry: The Central Science, 9th ed. Brown, T.L.; et. al.	1	20	20	20	20	20
CHEM 111	General Chemistry	45	45	Chemistry -W/CD by McMurry	1			90		10
CHEM 112	General Chemistry	45	45	Chemistry - W/CD by McMurry	1	20		70		10
CHEM 270	Organic Chemistry	45	45	Organic Chemistry by Vollhardt	2				100	
CHEM 370	Organic Chemistry	45		Oganic Chemistry by Vollhardt	2				100	
CHEM 320	Quantitative Analysis	30	90	Quantitative Chem. Analysis By Harris	2	90				10
CHEM 370M	Organic Chemistry Laboratory for Majors		90	Experiment & Techniques in Org. Chem by Pasto	2				100	
CHEM 331	Physical Chemistry	45		Quantum Chemistry and Spectroscopy by Engel	3					100
CHEM 332	Physical Chemistry	45	90	Thermodynamics, Statistical Thermodynamics and Kinetics by Engel/Reid	3					100
CHEM 381	Integrated laboratory		90		3					100
CHEM 382	Integrated laboratory		90		3					100
CHEM 361	Intermediate Inorganic Chemistry	30								

1. Total Hours refers to actual/total contact hours per term. Do not record credit hours or contact hours per week.
2. If no textbook is listed, please send course syllabi and examinations if given.
3. If course titles are ambiguous or if courses cover more than one core area, please apportion approximately those courses to the five areas: Analytical and Instrumental (A), Biochemistry (B), Inorganic (I), Organic (O), and Physical (P). If you use an integrated approach to cover core topics (classroom or lab work), please send course syllabi and examinations.

*Recommended Year

Table I, Cont'd. List below all required courses in your chemistry CORE in the sequence suggested for certified students. Refer to pgs. 6-7 in the 2003 ACS guidelines for the ACS definition of CORE courses.

Course Number	Course Title	Total Hours ¹		Textbook and Author ²	YR*	Integrated Core Material % Breakdown ³				
		Class	Lab			A	B	I	O	P

1. Total Hours refers to actual/total contact hours per term. Do not record credit hours or contact hours per week.
2. If no textbook is listed, please send course syllabi and examinations if given.
3. If course titles are ambiguous or if courses cover more than one core area, please apportion approximately those courses to the five areas: Analytical and Instrumental (A), Biochemistry (B), Inorganic (I), Organic (O), and Physical (P). If you use an integrated approach to cover core topics (classroom or lab work), please send course syllabi and examinations.

*Recommended Year

Table II. ADVANCED Courses Used for Certification. List below only those courses in your chemistry program that are used to fulfill the requirement of "six semester hours of advanced courses that include sufficient laboratory work to bring the total number of laboratory hours to 500" (pg. 7, 2003 ACS guidelines). Do not include ACS-defined CORE courses in this table.

Course Number	Course Title	Total Hours ¹		Textbook and Author ²	P.Chem Prereq? Y or N ³
		Class	Lab		
Required ADVANCED courses used for certification					
CHEM 480	Organic Reaction Mechanisms	45	0	Advanced Organic Chemistry Part A: Structure and Mechanisms, 4th ed. Carey, F.A.; Sundberg, R.J.	N
CHEM 362	Intermediate Inorganic Chemistry	30		Inorganic Chemistry by Shriver	Y
CHEM 451	Biochemistry	45		Microscale Inorganic Chemistry by Szafran	N
CHEM 420	Instrumental Analysis	30			Y
CHEM 420L	Instrumental Analysis Laboratory		90		Y
Elective ADVANCED courses used for certification					
To be certified students must select _____ courses or _____ credit hours from the below list					

- Total Hours refers to total contact hours per term. Do not record credit hours or contact hours per week.
- If no textbook is listed, please send course syllabi and examinations if given.
- Please send your most recent syllabi and examinations for all chemistry courses in Table II that do not have a physical chemistry prerequisite.

Table III. Cognate Courses (physics, mathematics, biology, and computer science) required for certified students.

Course Number	Course Title	Total Hours		Department	Recommended Year
		Class	Lab		
MATH 120	Analytic Geometry and Calculus	4		Mathematics	1
MATH 121	Analytic Geometry and Calculus	4		Mathematics	1
MATH 220	Analytic Geometry and Calculus	4		Mathematics	2
PHYS 204A	Mechanics	3	3	Physics	1
PHSC 204B	Electricity and Magnetism	3	3	Physics	2
PHYS 204C	Heat, Wave Motion, Sound, Light and Modern Topics	3	3	Physics	2

Table IV. Teaching Loads. Please provide below the current teaching load (actual hours per week) for each faculty member involved in undergraduate instruction (use all available space – multiple faculty per page). Please list part-time, adjunct, and temporary faculty last and identify them with asterisks. Do not include graduate teaching assistants in this listing. If the average teaching load for your department is less than 12 contact hours per week, only complete Table IV for those individual faculty members with greater than 12 contact hours per week. *Additional copies of pages 10 and 11 are available at the five-year report website.*

Faculty Member (list according to rank)	Catalog Number and Course Title	Fall/1 st Quarter – Year			Spring Semester/ 2 nd Quarter – Year			
		1*	2*	3*	Catalog Number and Course Title	1*	2*	3*
Grimes, Bob	CHEM 301 - Physical Chemistry I	9	3	12	CHEM 302 - Physical Chemistry II	9	6	15
Smith, John	CHEM 201 - Organic Chemistry I	6	9	15	CHEM 202 - Organic Chemistry II	3	6	9
PROFESSORS								
Alger, Donald	CHEM 170 Organic Chemistry CHEM 201 Chemical Literature	3 1	6	10	CHEM 203 Toxicology	2		2
Ball, David	CHEM 37 General Chemistry CHEM 38 General Chemistry	3 3	3 3	12	CHEM 38 General Chemistry CHEM 70 Organic Chemistry	3 3	3	
Kirk, Larry	CHEM 250A Biochemistry CHEM 251 Biochemistry Lab CHEM 154 Introductory	3	6 6	15	CHEM 215B Integrated Lab CHEM 250A Biochemistry CHEM 251 Biochemistry Lab	3	3 12	12 15
Mejia, Barbara	CHEM 28 Organic Chemistry for Applied Sciences	3	3	6	CHEM 28 Organic Chemistry for Applied Sciences	3		3
Postma, James	CHEM 37 General Chemistry	3	6	9	CHEM 105 Quantitative Analysis	2	6	8
ASSOCIATE PROFESSORS								
Miller, Randy	CHEM 210A Physical Chemistry CHEM 215A Integrated Lab CHEM 37 General Chem.	3	6 3	12	CHEM 37 General Chemistry CHEM 210B Physical Chemistry CHEM 215B Integrated Lab	3	3 3	9
ASSISTANT PROFESSORS								
Nichols, Christopher	CHEM 70 Organic Chemistry CHEM 228 Synthetic Organic Chemistry	3 2	9	14	CHEM 170 Organic Chemistry	3	9	12

*1 Number of class hours scheduled per week.

*2 Number of contact hours of laboratory per week.

*3 Total of columns 1 and 2 for a grand total for each faculty member.

Table IV. Teaching Loads. Please provide below the current teaching load (actual hours per week) for each faculty member involved in undergraduate instruction (use all available space – multiple faculty per page). Please list part-time, adjunct, and temporary faculty last and identify them with asterisks. Do not include graduate teaching assistants in this listing. If the average teaching load for your department is less than 12 contact hours per week, only complete Table IV for those individual faculty members with greater than 12 contact hours per week. *Additional copies of pages 10 and 11 are available at the five-year report website.*

Faculty Member (list according to rank)	Catalog Number and Course Title	Fall/1 st Quarter – Year _____			Spring Semester/ 2 nd Quarter – Year _____			
		1*	2*	3*	Catalog Number and Course Title	1*	2*	3*
Grimes, Bob	CHEM 301 - Physical Chemistry I	3	3	6	CHEM 302 - Physical Chemistry II	3	3	6
Smith, John	CHEM 201 - Organic Chemistry I	3	9	12	CHEM 202 - Organic Chemistry II	3	6	9
PART TIME TEMPORARY								
Umber, Brandon	CHEM 4 Chem. and Current Issues		2					
	CHEM 37 General Chem.		3	14	CHEM 37 General Chemistry		15	15
	CHEM 38 General Chem.		9					
Wallace, Marty	CHEM 4 Chemistry and Current Issues		2					
	CHEM 37 General Chemistry	2	12	16	CHEM 38 General Chemistry		15	15

*1 Number of class hours scheduled per week.

*2 Number of contact hours of laboratory per week.

*3 Total of columns 1 and 2 for a grand total for each faculty member.

Appendix A

Journal	Print	Online	Journal	Print	Online
Accounts of Chemical Research	<input type="checkbox"/>	<input type="checkbox"/>	Nature – Structural Biology	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	New Journal of Chemistry	<input type="checkbox"/>	<input type="checkbox"/>
Angewandte Chemie International Edition	<input type="checkbox"/>	<input type="checkbox"/>	Organic and Biomolecular Chemistry	<input type="checkbox"/>	<input type="checkbox"/>
Applied Spectroscopy	<input type="checkbox"/>	<input type="checkbox"/>	Organic Letters	<input type="checkbox"/>	<input type="checkbox"/>
Biochemical Journal	<input type="checkbox"/>	<input type="checkbox"/>	Organometallics	<input type="checkbox"/>	<input type="checkbox"/>
Biochemistry	<input type="checkbox"/>	<input type="checkbox"/>	Physical Chemistry Chemical Physics	<input type="checkbox"/>	<input type="checkbox"/>
Bioconjugate Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	Proceedings of the National Academy of Sciences	<input type="checkbox"/>	<input type="checkbox"/>
Biorganic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	Pure and Applied Chemistry	<input type="checkbox"/>	<input type="checkbox"/>
Canadian Journal of Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	Science	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Communications	<input type="checkbox"/>	<input type="checkbox"/>	Spectrochimica Acta	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Physics Letters	<input type="checkbox"/>	<input type="checkbox"/>	Tetrahedron	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Reviews	<input type="checkbox"/>	<input type="checkbox"/>	Tetrahedron Letters	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Society Reviews	<input type="checkbox"/>	<input type="checkbox"/>	Trends in Biochemical Sciences	<input type="checkbox"/>	<input type="checkbox"/>
Chemistry - A European Journal	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Chemistry and Biology	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Chemistry Letters (<i>Japan</i>)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Chemistry of Materials	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Dalton Transactions	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Environmental Science & Technology	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
European Journal of Biochemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
European Journal of Inorganic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
European Journal of Organic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Faraday Discussions	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Helvetica Chimica Acta	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Industrial & Engineering Chemistry Research	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Inorganic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Inorganica Chimica Acta	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Biological Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Biological Inorganic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Catalysis	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Chemical Education	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Chemical Information & Modeling	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Chemical Physics	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Chemical Theory & Computation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Chromatography	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Coordination Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Electroanalytical Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Medicinal Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Molecular Biology	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Organic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Organometallic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Physical Chemistry A/B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Polymer Science	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of the American Chemical Society	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Langmuir	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Macromolecules	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Magnetic Resonance in Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Nature	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Bold titles are from the CPT General Content list. For a detailed explanation of the CPT Library Guidelines visit the CPT web page at:

<http://chemistry.org/education/cpt>

Appendix B

If you have more than one of a particular instrument, please list it in the space directly under the first.

Instrument	Used by Under-graduates	Date of Acquisition	Manufacturer and Model
NMR Spectrometer(s)	<input type="checkbox"/>		
UV-Vis Spectrometer(s)	<input type="checkbox"/>		
Gas Chromatograph(s)	<input type="checkbox"/>		
Liquid Chromatograph(s)	<input type="checkbox"/>		
IR Spectrometer(s)	<input type="checkbox"/>		
Mass Spectrometer(s)	<input type="checkbox"/>		
Radiochemistry (including counting equip. and sources)	<input type="checkbox"/>		
Atomic Absorption, Flame Emission	<input type="checkbox"/>		
Thermal Analysis Equipment	<input type="checkbox"/>		
Gel Electrophoresis	<input type="checkbox"/>		
Electrochemical Instrumentation	<input type="checkbox"/>		
GC-Mass Spectrometer(s)	<input type="checkbox"/>		
Additional Instruments:			
	<input type="checkbox"/>		
	<input type="checkbox"/>		
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- G. **TWO** copies of the most recent syllabi and all tests/examinations for the courses that you are using to satisfy the new biochemistry requirement. If you are using an integrated approach, please clearly identify the courses that are being used for this purpose.
- H. If you use an integrated approach to cover core topics (e.g., descriptive inorganic chemistry in the general chemistry course), please send **TWO** copies of the syllabus and all tests/examinations from the most recent offering of each relevant course(s) (see page 6 of the report form).
- I. If you do not list a textbook for a course, please provide **TWO** copies of the syllabus and all tests/examinations, including a **list of experiments** in the case of laboratory courses. It is not necessary to submit lab manuals or extensive detail on lab courses unless specifically requested after CPT has reviewed your report.
- J. If you use a laboratory research course as one of your advanced course options, please provide a sampling of research reports (**THREE to FIVE**) that have been prepared by your students, representative by discipline and faculty, with the grade the student received indicated on each. Do not send co-authored publications. These reports will be returned if you so indicate in item 11 of the five-year report form.
- K. If your department does not have a full listing of faculty in the *ACS Directory of Graduate Research*, please complete Faculty Personal History Record forms for any new faculty (began working for the department between the start of Summer term 2000 and the start of Fall term 2005) who are still in your department. **DO NOT** include faculty hired before the spring of 2000. Please photocopy the enclosed form if you need to report more than one new faculty member.

Locked Word document for the 2005 five-year report is available at: <http://center.acs.org/cpt/>

ID: solid

Password: state

5. Faculty:

a. Number of Chemistry Faculty (If you have no faculty in a particular category, please record a "0" in the total rows for that category.)

	All Faculty	Male	Female	African American	Native American	Asian American	Hispanic
Full-Time Total	_____	_____	_____	_____	_____	_____	_____
With Ph.D.	_____	_____	_____	_____	_____	_____	_____
Tenured	_____	_____	_____	_____	_____	_____	_____
Tenure-Track	_____	_____	_____	_____	_____	_____	_____
Permanent Non-Tenure-Track	_____	_____	_____	_____	_____	_____	_____
Part-Time Total	_____	_____	_____	_____	_____	_____	_____
With Ph.D.	_____	_____	_____	_____	_____	_____	_____
Tenured	_____	_____	_____	_____	_____	_____	_____
Tenure-Track	_____	_____	_____	_____	_____	_____	_____
Permanent Non-Tenure-Track	_____	_____	_____	_____	_____	_____	_____
Adjunct	_____	_____	_____	_____	_____	_____	_____
Temporary	_____	_____	_____	_____	_____	_____	_____

b. Please check the minimum salary for each rank for chemistry faculty (nine months):

	Professor	Associate Professor	Assistant Professor
Below \$41K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$41 - \$50K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$51 - \$65K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$66 - \$80K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over \$80K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c. Describe the sabbatical or professional leave program at your college/university.

Number of chemistry department sabbaticals or professional leaves in the last five years:

Requested _____
 Granted _____

6. Contact Hours (classroom and laboratory):

a. Contact hours/week:

Range from _____ to _____ ; Average _____

7. Chemistry Expenditures (rough estimates - 2 significant figures):

If your expenditures are over \$60,000 per year, excluding internal and external grants, salaries, and library budget, please check here and go to item 8

	Current	Five-Year Annual Average
a. Operating Expenditures Exclusive of Salaries	\$ _____	\$ _____
b. Instrument Maintenance and Repair	\$ _____	\$ _____
c. Grants	\$ _____	\$ _____

College or University _____ Date _____

8. Support Staff: Number Secretarial _____
 Number Stockroom _____
 Number Instrumental Technicians _____
 Number Other _____

9. Library and Literature Access

a. Number of Chemistry Journal Subscriptions in Your Campus Library(s):

*Fewer than 20 *20-30 31-50 Over 50

**Complete Appendix A, if fewer than 31.*

b. Chemical Abstracts: Hard copy
 Online through SciFinder Scholar
 Online through STN
 Other Access Please Specify: _____

i. Report the number of Chemical Abstract searches per year or the expenditure for searches per year.

ii. Describe briefly how undergraduate students and faculty access titles and abstracts on a regular basis (offices, library, other).

c. Literature Access: How do students learn to use the chemical literature, print and electronic?
(Check appropriate items)

Dedicated course in chemical literature
In research and/or independent study
Integrated in other chemistry courses

10. Biochemistry Requirement:

- a. Please submit syllabi and *all* exams for all courses used to meet the biochemistry requirement.
b. Please describe how the biochemistry requirement is met in your curriculum. Include course name(s) and number(s).

11. Undergraduate Research:

Is undergraduate research used to fulfill certification requirements, including lab hours?

Yes If yes, is a comprehensive written report required? Yes No
No If no, please go to item 11b

a. Please submit a sampling of the required, comprehensive research reports or theses (prepared by students), representative by discipline and faculty, with the grade the student received indicated on each. Number submitted _____ (5 maximum). Should we return these reports? Yes No

b. Participation in undergraduate research during the last five years. Please do not double count students who have enrolled in more than one semester of research.

Number of Graduates (certified and non-certified, all degree concentrations) from the
Chemistry Department Involved _____ Chemistry Faculty Involved _____
Number of Students Outside the Chemistry Department Involved _____

12. Laboratory Facilities:

a. Are the following laboratory facilities adequate for your instructional program:

Safety Shower(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Hoods	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Eye Wash(es)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ventilation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire Extinguisher(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

b. Does the department/university have:

Established Safety Rules	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Emergency Reporting Procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--------------------------	------------------------------	-----------------------------	--------------------------------	------------------------------	-----------------------------

c. Are there adequate facilities and arrangements for disposal of chemical waste? Yes No

d. If no is checked for any of the above, please explain. If you need more room please include your response with item 13.

13. Please comment on the adequacy of the facilities and space available for the undergraduate chemistry program.

14. a. Please complete Appendix B (Instrumentation). In each case, please list the instrument(s) used by undergraduates in the curriculum required for certification.

b. Please comment on the adequacy and condition of your equipment.

15. How is lab safety taught to undergraduates (check appropriate items)?

Dedicated course in laboratory safety	<input type="checkbox"/>
Introduction to all chemistry laboratories	<input type="checkbox"/>
In research and/or independent study	<input type="checkbox"/>
Student participation in safety committees	<input type="checkbox"/>

16. a. If your department does not have a full listing of faculty in the *ACS Directory of Graduate Research*, please provide Faculty Personal History Record forms (blank copy enclosed) for all faculty members hired in the last five years and currently on your faculty. Also, if your department is not listed in the Directory, please provide a list of all faculty and student publications in the last five years.

No publications in the last five years

No new faculty members in the last five years

- b. Are maximum and minimum teaching loads established as an institutional policy? Yes No

If so, explain briefly:

- c. Do contact hours include time spent supervising undergraduate research? Yes No

17. Please outline and comment on (in as much detail as you wish) changes in the last five years in faculty, facilities, support personnel, curriculum, capital equipment, professional development, and any other items related to your program that you believe would be of interest to CPT. We would be especially interested in any new programs you are about to undertake. Attach additional sheets, if necessary.

Also, SEND US TWO **COMPLETE** COPIES OF YOUR CURRENT COLLEGE CATALOG.

Table I, Cont'd. List below all required courses in your chemistry CORE in the sequence suggested for certified students. Refer to pgs. 6-7 in the 2003 ACS guidelines for the ACS definition of CORE courses.

Course Number	Course Title	Total Hours ¹		Textbook and Author ²	YR*	Integrated Core Material % Breakdown ³					
		Class	Lab			A	B	I	O	P	

1. Total Hours refers to actual/total contact hours per term. Do not record credit hours or contact hours per week.
2. If no textbook is listed, please send course syllabi and examinations if given.
3. If course titles are ambiguous or if courses cover more than one core area, please apportion approximately those courses to the five areas: Analytical and Instrumental (A), Biochemistry (B), Inorganic (I), Organic (O), and Physical (P). If you use an integrated approach to cover core topics (classroom or lab work), please send course syllabi and examinations.

*Recommended Year

Table II. ADVANCED Courses Used for Certification. List below only those courses in your chemistry program that are used to fulfill the requirement of "six semester hours of advanced courses that include sufficient laboratory work to bring the total number of laboratory hours to 500" (pg. 7, 2003 ACS guidelines). Do not include ACS-defined CORE courses in this table.

Course Number	Course Title	Total Hours ¹		Textbook and Author ²	P.Chem Prereq? Y or N ³
		Class	Lab		
Required ADVANCED courses used for certification					
CHEM 480	Organic Reaction Mechanisms	45	0	Advanced Organic Chemistry Part A: Structure and Mechanisms, 4th ed. Carey, F.A.; Sundberg, R.J.	N
Elective ADVANCED courses used for certification					
To be certified students must select _____ courses or _____ credit hours from the below list					

- Total Hours refers to total contact hours per term. Do not record credit hours or contact hours per week.
- If no textbook is listed, please send course syllabi and examinations if given.
- Please send your most recent syllabi and examinations for all chemistry courses in Table II that do not have a physical chemistry prerequisite.

College or University _____ Date _____

Table III. Cognate Courses (physics, mathematics, biology, and computer science) required for certified students.

Course Number	Course Title	Total Hours		Department	Recommended Year
		Class	Lab		

Table IV. Teaching Loads. Please provide below the current teaching load (actual hours per week) for each faculty member involved in undergraduate instruction (use all available space – multiple faculty per page). Please list part-time, adjunct, and temporary faculty last and identify them with asterisks. Do not include graduate teaching assistants in this listing. If the average teaching load for your department is less than 12 contact hours per week, only complete Table IV for those individual faculty members with greater than 12 contact hours per week. *Additional copies of pages 10 and 11 are available at the five-year report website.*

Faculty Member (list according to rank)	Catalog Number and Course Title	Fall/1 st Quarter – Year			Spring Semester/ 2 nd Quarter – Year			
		1*	2*	3*	Catalog Number and Course Title	1*	2*	3*
Grimes, Bob	CHEM 301 - Physical Chemistry I	9	3	12	CHEM 302 - Physical Chemistry II	9	6	15
Smith, John	CHEM 201 - Organic Chemistry I	6	9	15	CHEM 202 - Organic Chemistry II	3	6	9

*1 Number of class hours scheduled per week.

*2 Number of contact hours of laboratory per week.

*3 Total of columns 1 and 2 for a grand total for each faculty member.

College or University _____ Date _____

Table IV. Teaching Loads. Please provide below the current teaching load (actual hours per week) for each faculty member involved in undergraduate instruction (use all available space – multiple faculty per page). Please list part-time, adjunct, and temporary faculty last and identify them with asterisks. Do not include graduate teaching assistants in this listing. If the average teaching load for your department is less than 12 contact hours per week, only complete Table IV for those individual faculty members with greater than 12 contact hours per week.

Faculty Member (list according to rank)	Third Quarter – Year			OR	Summer Session – Year			
	Catalog Number and Course Title	1*	2*	3*	Catalog Number and Course Title	1*	2*	3*

*1 Number of class hours scheduled per week.

*2 Number of contact hours of laboratory per week.

*3 Total of columns 1 and 2 for a grand total for each faculty member.

Appendix A

Journal	Print	Online	Journal	Print	Online
Accounts of Chemical Research	<input type="checkbox"/>	<input type="checkbox"/>	Nature – Structural Biology	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	New Journal of Chemistry	<input type="checkbox"/>	<input type="checkbox"/>
Angewandte Chemie International Edition	<input type="checkbox"/>	<input type="checkbox"/>	Organic and Biomolecular Chemistry	<input type="checkbox"/>	<input type="checkbox"/>
Applied Spectroscopy	<input type="checkbox"/>	<input type="checkbox"/>	Organic Letters	<input type="checkbox"/>	<input type="checkbox"/>
Biochemical Journal	<input type="checkbox"/>	<input type="checkbox"/>	Organometallics	<input type="checkbox"/>	<input type="checkbox"/>
Biochemistry	<input type="checkbox"/>	<input type="checkbox"/>	Physical Chemistry Chemical Physics	<input type="checkbox"/>	<input type="checkbox"/>
Bioconjugate Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	Proceedings of the National Academy of Sciences	<input type="checkbox"/>	<input type="checkbox"/>
Biorganic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	Pure and Applied Chemistry	<input type="checkbox"/>	<input type="checkbox"/>
Canadian Journal of Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	Science	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Communications	<input type="checkbox"/>	<input type="checkbox"/>	Spectrochimica Acta	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Physics Letters	<input type="checkbox"/>	<input type="checkbox"/>	Tetrahedron	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Reviews	<input type="checkbox"/>	<input type="checkbox"/>	Tetrahedron Letters	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Society Reviews	<input type="checkbox"/>	<input type="checkbox"/>	Trends in Biochemical Sciences	<input type="checkbox"/>	<input type="checkbox"/>
Chemistry - A European Journal	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Chemistry and Biology	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Chemistry Letters (<i>Japan</i>)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Chemistry of Materials	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Dalton Transactions	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Environmental Science & Technology	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
European Journal of Biochemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
European Journal of Inorganic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
European Journal of Organic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Faraday Discussions	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Helvetica Chimica Acta	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Industrial & Engineering Chemistry Research	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Inorganic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Inorganica Chimica Acta	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Biological Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Biological Inorganic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Catalysis	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Chemical Education	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Chemical Information & Modeling	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Chemical Physics	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Chemical Theory & Computation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Chromatography	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Coordination Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Electroanalytical Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Medicinal Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Molecular Biology	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Organic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Organometallic Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Physical Chemistry A/B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of Polymer Science	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Journal of the American Chemical Society	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Langmuir	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Macromolecules	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Magnetic Resonance in Chemistry	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Nature	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Bold titles are from the CPT General Content list. For a detailed explanation of the CPT Library Guidelines visit the CPT web page at:

<http://chemistry.org/education/cpt>

