



Non-Faculty Module Coordinator Report for UPB

This email has been circulated to: Heads of School, School Managers, School Office Administrators
CC: Chairs of Governing Boards, Programme Deans, College/School Office Directors, Programme Managers

Dear Colleagues,

UPB will review Non-Faculty Module Coordinator appointments for the Academic Year 2024/25 at its meeting on 5 February 2026. This email contains information about how to record relevant details on the [Curriculum Management System](#) ahead of the submission deadline of Thursday, 8 January.

Kind regards,

Kate Griffin

Stiúrthóir Oibríochtaí Custaiméirí & Curaclaim | Director of Customer & Curriculum Operations
Clárann UCD | UCD Registry

Non-faculty Module Coordinators – Key Details

Regulation 3.16 of the University's Academic Regulations states that: 'Module Coordinators are members of faculty of the University. The Head of School is responsible for the appointment of Module Coordinators and, in exceptional circumstances, may appoint a non-faculty Module Coordinator. The Head of School will provide an annual report of the non-faculty Module Coordinator appointments to the Academic Council or its relevant committee. This report will include the period of appointment of a non-faculty Module Coordinator.'

To support this review, Schools are required to record additional details about non-faculty Module Coordinators for the relevant reporting year on the Curriculum Management System.



Action Required

UPB will review Non-Faculty Module Coordinator appointments for the Academic Year 2024/25 at its meeting on 5 February 2026. Details recorded by the meeting submission deadline of **Thursday, 8**

January will be drawn down by University Secretariat for presentation at the meeting. Please use the following CMS menus, available to Heads of School, School Managers and School Administrators only, to record relevant information:

- [Manage Non-Faculty Module Coordinators](#): record the duration of the non-faculty Module Coordinator's appointment to the module
- [Non-Faculty Module Coordinator Reporting](#): record additional detail relating to the coordinator's appointment to the module

[Recording Non-Faculty Coordinator Details Guide](#)



Support

If you would like any help, you can contact your [Curriculum College Liaison](#) / curriculum@ucd.ie.

Alternatively, weekly drop-in Q&A sessions are hosted by the Curriculum Team via Zoom. You can now use this [Google calendar](#) to view available time slots and book an appointment with a member of the team.

[See more about the Curriculum Team](#)

This email was sent by [UCD Registry](#)