Non-faculty Module Coordinators: Recording Additional Details

This guide provides information on how to record information about non-faculty module coordinator appointments for the purposes of reporting to UPB.

School Manager, School Administrator or Head of School access to the CMS is required for this task.

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Introduction

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 University's [Curriculum Management System](#) (CMS).

Who are faculty?
Faculty of the University are defined as Full Professors, Professors, Associate Professors and Assistant Professors (or Lecturers).

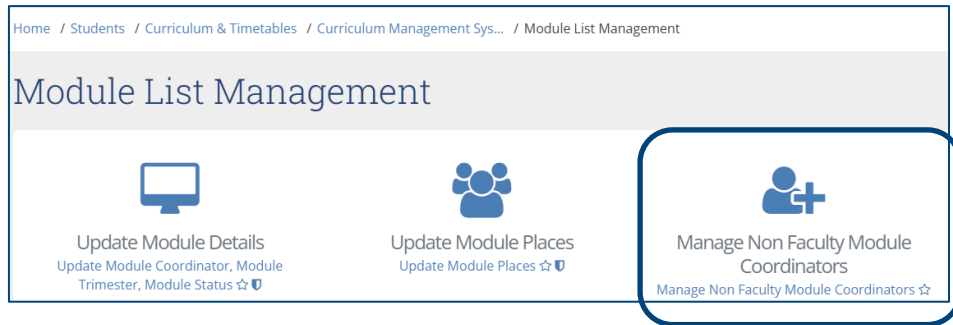***Who can record additional information about non-faculty Module Coordinators?***
This access is available to Heads of School, School Managers and School Administrators.

How is this information recorded?
These details are recorded on the [Curriculum Management System](#) on InfoHub:

- **Step 1:** record the duration of the non-faculty Module Coordinator's appointment to the module
- **Step 2:** record additional detail relating to the coordinator's appointment to the module

Accessing the Manage Non-Faculty Coordinators menu

Module List Management

Update Module Details
Update Module Coordinator, Module Trimester, Module Status ☆ 🛡

Update Module Places
Update Module Places ☆ 🛡

Manage Non Faculty Module Coordinators
Manage Non Faculty Module Coordinators ☆

Non Faculty Module Coordinators

Select: Academic Year 2024/2025 ▼

Additional details for NFMC can be recorded here

Non Faculty Module Coordinators

Module Coordinator Type	No of Modules	No Of Module Coordinators
□ UCD Registry		
Non Faculty Module Coordinators	1	1
Total UCD Registry	**1**	**1**

The **Manage Non-faculty Module Coordinators** menu displays the number of non-faculty coordinators assigned to modules in a School/unit in a given Academic Year.

The menu is accessed via this path: Curriculum Management System->Module List Management->Manage Non-Faculty Module Coordinators.
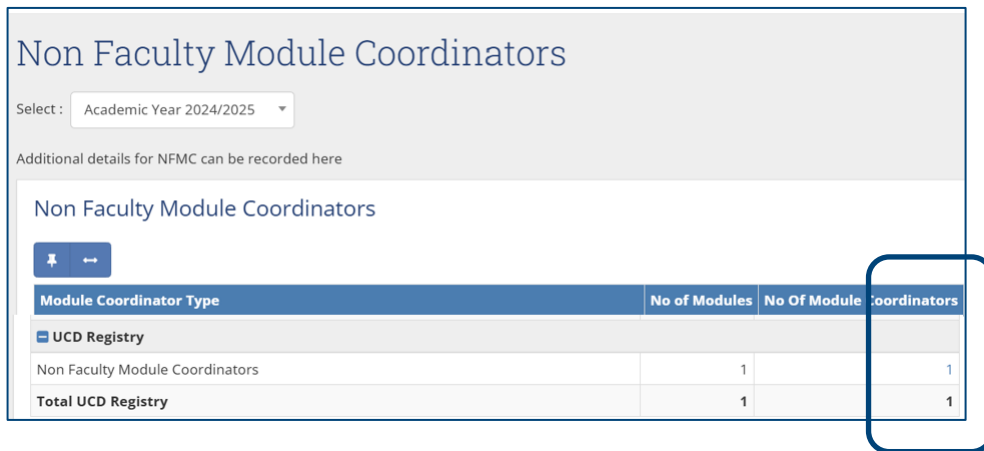
Click on the Manage Non-Faculty Module Coordinators menu to display information for your home School/Unit with a dropdown menu for selection of the Academic Year.

Please ensure that you are working in the correct Academic Year for UPB reporting, i.e. at its meeting of 5 February 2026, UPB will review details from the Academic Year 2024/25.

Click on the value in the Non-Faculty Module Coordinator row to view modules and coordinator details for the Academic Year selected.

Recording the duration of appointment

Non Faculty Module Coordinators UCD Registry 2024/2025

- Use the End Academic Year dropdown to record the duration of the coordinator appointment to the module
- The Start Academic Year populates automatically
- Use the Update Academic Year button to save changes

Update End Academic Year

Module ID	Module Title	Credits	Level	Trimester	Status	Module Coordinator	Start Academic Year	End Academic Year
TS22222	Registry Module	5.0	2	Autumn	Continuing Module	Lizanne Hutton	2024/2025	

Academic Year 2025/2026
Academic Year 2026/2027

Update End Academic Year

Use the dropdown menu in the **End Academic Year** column to record the duration of the coordinator appointment to the module.

Click on the **Update End Academic Year** button to save your changes.

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Accessing the Non-Faculty Module Coordinator Reporting menu

Non-faculty Module Coordinator Reporting

Report on non-faculty module coordinators for academic year and school ☆ 🛡

Additional details relating to the appointment are recorded on the Non-faculty Module Coordinator Reporting menu, located on the CMS homepage.

The screen has a dropdown menu for selection of the Academic Year and will default to display information for your home School/Unit. Please ensure that you are working in the correct Academic Year for UPB reporting, i.e. at its meeting of 5 February 2026, UPB will review details from the Academic Year **2024/25**.

Details of the non-faculty coordinator and duration of appointment (calculated from the end date recorded previously) will display in this section.

Click the **Edit** link to record additional information relating to the appointment.

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Recording additional details

Non-faculty Module Coordinator Extra Details

Complete the following fields for the Non-faculty Module Coordinator

Academic Year: 2024/2025
Module: TS22222 Registry Module

Non-faculty Module Coordinator	Lizanne Hutton

UCD Faculty Member Responsible

▇▇▇▇▇▇▇   **Valid Person**   [Clear]

UCD Faculty Member responsible for assuring the quality of teaching, learning and assessment of the module.

Relationship to UCD

Other ▾

Relationship of Non-faculty Module Coordinator to UCD. If 'Other' is selected, provide additional detail in the Rationale section.

Academic Title of Non-faculty Module Coordinator

Other ▾

If UCD titles do not apply, select 'Other' and provide additional detail in the Rationale section.

Rationale for Appointment

Has worked on the design and development of the programme and the associated modules from its initiation and brings expertise as well as contacts from the sector.

Outline the individual's relevant academic / professional experience, and justify why faculty cannot be identified to take this role.

1837 characters left

[Save]

Complete the mandatory fields with relevant details and save your changes.

Details recorded will be drawn down by University Secretariat for presentation to UPB.

Useful Links and Reporting

- Support and Training: contact your Curriculum College Liaison / curriculum@ucd.ie
- Curriculum Management guides and checklists
- Academic Regulations
- InfoHub Reporting: see below / Curriculum Management Useful Reports Checklist

I want to:	InfoHub Report
Check CMS access for staff and faculty in my School	Curriculum Management Access Roles
See modules in my School for current and previous Academic Years	Curriculum Management - School Module Summary
Do a wildcard search of entire module catalogue for current or previous Academic Years across all Schools/Units	Curriculum Management - School Module Summary – Keyword Search
View details of modules missing mandatory data or with anomalies to be addressed	Modules Missing Data
View details of all modules for which you are currently the Module Coordinator and who else has access	Manage My Modules – Who has Access?
View core and option modules on a major/stage	Structures by Major
Review inactive modules on stages, majors/stages with no associated modules, option rules with no associated modules	Majors Missing Data