

**Faculty of Science and Health**  
**Administrative first points of contact**



**1.1 Introduction:**

The aim of this document is to provide information on the structure of the Faculty Administration Team by providing a listing of the main administrative and management activities with the appropriate contact details. The information is provided in both summary and detailed format.

The allocation of responsibilities and areas is based on the principle of an integrated team based structure, which aims to ensure that the major processes are shared among more than one individual to allow for increased support and cover during busy periods and absences and the elimination of a situation where single individuals are solely responsible for major administrative functions.

**1.2 Summary:**

<b>Name</b>	<b>Location</b>	<b>Summary information</b>
Barry, Gillian	H202 Nursing Building	<ul style="list-style-type: none"> <li>• Specific role and project work for the School of Nursing</li> <li>• Secretariat to Faculty Research Committee (FRC)</li> <li>• Finance and budgeting for School of Nursing</li> </ul>
Dowling, Bernadette	H302 Nursing Building	<ul style="list-style-type: none"> <li>• Operations Management of Science and Nursing Faculty Administration</li> <li>• Secretariat to Faculty Teaching Committee (FTC)</li> <li>• Finance support to Heads of School in Physics, Maths and Health &amp; Human Performance</li> </ul>
Hickey, Grace	H101 Nursing Building	<ul style="list-style-type: none"> <li>• Support to Marketing activity</li> <li>• Science Week co-ordination</li> <li>• Examinations support</li> <li>• HR administration support</li> <li>• Organisation of the External Actuarial Examinations</li> <li>• Secretary to Faculty Health and Safety Committee and Biological Safety Committee</li> <li>• Support to Faculty Funding Schemes</li> </ul>
Irwin-Bannon, Margaret	H101A Nursing Building	<ul style="list-style-type: none"> <li>• Faculty Office Manager</li> <li>• Secretariat to Faculty Marketing Group (FMG)</li> <li>• Finance support to Heads of School in Chemistry, Biotechnology and Faculty accounts</li> </ul>
Johnson, Emma	H101 Nursing Building	<ul style="list-style-type: none"> <li>• Timetabling (Biotechnology, Physics, Chemistry and Maths)</li> <li>• Academic Programme Administration (Biotechnology, Physics, Chemistry &amp; Maths)</li> <li>• Marketing support - prospectus and web updating</li> <li>• Postgraduate funding administration</li> </ul>
Kelly, Joan	H101 Nursing Building	<ul style="list-style-type: none"> <li>• Finance expense processing for Faculty</li> <li>• Purchasing for Faculty administration team</li> <li>• Faculty first point of contact</li> <li>• Programme and professional development module enquiries</li> <li>• Support to Faculty Administration Team</li> <li>• Examinations support</li> <li>• Room bookings and catering requests for Faculty Administration Team</li> </ul>
McCartan, Rita	H101 Nursing Building	<ul style="list-style-type: none"> <li>• Allocations, Nursing (Intellectual Disability &amp; Psychiatric Nursing, Children's Nursing)</li> <li>• Examinations Administration (Nursing, Maths and Health &amp; Human Performance)</li> <li>• Administration of Professional development modules</li> </ul>
McKenna, Sonya	H101 Nursing Building	<ul style="list-style-type: none"> <li>• Timetabling (Nursing, Health &amp; Human Performance)</li> <li>• Academic Programme Administration (Nursing, Health &amp; Human Performance)</li> <li>• HR Administration</li> <li>• Support to Examinations Administration on specific areas</li> </ul>
Mooney, Pauline	H303 Nursing Building	<ul style="list-style-type: none"> <li>• Faculty Administration Management</li> <li>• Secretariat to Faculty Management Board (FMB) and Faculty Executive Group (FEG)</li> <li>• Chair of Faculty Marketing Group (FMG)</li> <li>• Overall Faculty Budget and HR Management</li> <li>• Liaison with Senior University Management and External bodies</li> </ul>
Moore, Deirdre	H101 Nursing Building	<ul style="list-style-type: none"> <li>• Allocations, Nursing (General Nursing)</li> <li>• Examinations Administration (Biotechnology, Chemistry and Physics)</li> <li>• Systems working groups and ITS development</li> </ul>
Sheehy, Sharon	H304 Nursing Building	<ul style="list-style-type: none"> <li>• PA to the Executive Dean</li> <li>• Recording Secretary to Faculty Executive Group</li> <li>• Support to Faculty Administrative Team</li> <li>• Faculty research boards</li> </ul>

### 1.3 Detailed information:

The main administrative and management activities are listed below in alphabetical order with contact details for each area.

#### **Academic Programme Administration**

<b>Activity</b>	<b>Description</b>	<b>Primary point of contact</b>	<b>Other contacts</b>
School Teaching Meetings (STM)	Full administration and secretariat to all School teaching meetings in November and March each year	Emma Johnson – Overall planning and co-ordination  Sonya McKenna – Schools of Nursing and Health & Human Performance  Emma Johnson – Schools of Biotechnology, Physics, Chemistry and Mathematics	
Academic Administration Structure	Annual updating and maintenance of the academic structure information for submission to the Registry as per the academic calendar and receipt of modular specification updates	Sonya McKenna – Schools of Nursing and Health & Human Performance  Emma Johnson – Schools of Biotechnology, Physics, Chemistry and Mathematics	
Update of Modular specifications	Updating of the modular specification on the modular database prior to the commencement of each academic year	Sharon Sheehy with support as required	
Registration and orientation information	Verification and checking of registration and orientation information including liaison with Registry and attendance at either registration or orientation sessions as required	Sonya McKenna – Schools of Nursing and Health & Human Performance  Emma Johnson – Schools of Biotechnology, Physics, Chemistry and Mathematics	
Administration of Professional Development modules	All administration associated with the professional development modules	Enquiries and applications – Joan Kelly  Rita McCartan – all other elements	
University undergraduate and postgraduate programme information	Updating the Faculty entry into the University undergraduate and Postgraduate publications following confirmation of the academic structures. This is carried out in close consultation and input from the Marketing area	Emma Johnson	Margaret Irwin Bannon

### Admissions

Activity	Description	Primary point of contact	Other contacts
Prospective student enquiries	Programme queries Professional development module queries	Joan Kelly	
PAC system	Liaison with programme co-ordinators and Registry on the PAC system	Emma Johnson - Schools of Biotechnology, Physics, Chemistry and Mathematics  Sonya McKenna - Schools of Nursing and Health & Human Performance	
CAO contact	Contact point for Admissions when CAO offers are being processed	Pauline Mooney	

### Allocations system for School of Nursing

Activity	Description	Primary point of contact	Other contacts
Administration of the Clinical placements of students on the BSc programme in the School of Nursing	<p>All functions and activities associated with this area including:</p> <ul style="list-style-type: none"> <li>• Registration packs and set up for each academic year</li> <li>• Collation and verification of forms</li> <li>• Allocation of students to hospitals</li> <li>• Attendance data inputting and reporting</li> <li>• Setting up and maintaining placement information on ITS system</li> <li>• Notification to students of placements and modification of same</li> <li>• Liaison with appropriate partner service personnel</li> <li>• Attendance and participation in meetings</li> <li>• Reporting and testing on ITS and Discoverer system</li> </ul>	<p>Deirdre Moore – Overall planning and co-ordination</p> <p>Deirdre Moore – General Nursing programme and the partner services of Beaumont Hospital and James Connolly Memorial Hospital</p> <p>Rita McCartan – Intellectual Disability Nursing/Psychiatric Nursing and the partner services of St. Ita's Hospital Portrane, St. Vincent's Hospital, Fairview</p> <p><i>Note: The responsibility for the new Integrated Children's Nursing Programme will be agreed in the near future</i></p>	Sharon Farrell – School of Nursing to provide support to this function

## Examinations

Activity	Description	Primary point of contact	Other contacts
All Examinations administration for the Faculty	<p>All functions and activities associated with this area including:</p> <ul style="list-style-type: none"> <li>• Examination timetabling requests</li> <li>• Distribution of final examination timetable</li> <li>• Co-ordination of examination papers</li> <li>• Liaison with External examiners</li> <li>• Inputting and validation of all examination marks</li> <li>• Calculation and checking of final mark and production of broadsheets</li> <li>• Arrangement and attendance at Internal Examination Review Committee Meetings (PBERC)</li> <li>• Liaison and attendance at Progression and Awards Boards (PAB)</li> <li>• Post PBERC amendments</li> <li>• Submission of final broadsheets to Registry</li> <li>• Follow up on examination queries and ongoing liaison with Registry</li> <li>• Organisation of external actuarial examinations</li> <li>• Administration of the DCU actuarial exemptions for students on Mathematical Sciences and Financial and &amp; Actuarial Mathematics</li> </ul>	<p>Rita McCartan – Overall planning and co-ordination</p> <p>Rita McCartan – Examinations processing and point of contact for the Schools of Nursing, Health and Human Performance and Mathematics</p> <p>Deirdre Moore – Examinations processing and point of contact for the Schools of Chemistry, Biotechnology and Physics</p> <p>Sonya McKenna – Additional support during exam processing periods to Rita McCartan and Deirdre Moore</p> <p>Grace Hickey – Support during the exams processing periods and responsible for the co-ordination of examination papers, organisation of external actuarial examinations and accommodation for external examiners</p> <p>Joan Kelly – Support during exam processing periods</p>	

### **Faculty Committee and Boards**

<b>Activity</b>	<b>Description</b>	<b>Primary point of contact</b>	<b>Other contacts</b>
Faculty Committee and Boards	Faculty Management Board	Secretariat – Pauline Money Recording – Margaret Irwin-Bannon	
	Faculty Executive Group	Secretariat – Pauline Mooney Recording – Sharon Sheehy	
	Faculty Teaching Committee	Secretariat – Bernadette Dowling	
	Faculty Research Committee	Secretariat – Gillian Barry	
	Faculty Marketing Group	Chairperson – Pauline Mooney Secretary – Margaret Irwin-Bannon	
	Faculty Health and Safety Committee	Secretary – Grace Hickey	
	Production and maintenance of schedule of meetings	Sharon Sheehy	

### **Financial Administration**

<b>Activity</b>	<b>Description</b>	<b>Primary point of contact</b>	<b>Other contacts</b>
Budgetary planning	Overall budgetary planning and control for the Faculty in consultation with the Dean. Point of contact and escalation with regard to Finance Office interaction	Pauline Mooney	
Financial reporting	Monthly and annual reporting on school and faculty budgets and analysis of data. Support to Heads of School on budget monitoring and analysis. Support in the drafting of the annual budget submission to the Faculty	Gillian Barry – School of Nursing Bernadette Dowling – Schools of Mathematics, Physical Sciences and Health & Human Performance Margaret Irwin Bannon – Schools of Biotechnology, Chemical Science and Faculty account	
Processing of expenses and general enquiries	Processing of travel claims/cheque requisitions and appropriate follow-up with the Finance Office	Joan Kelly	
Faculty funding schemes – FRC	Specific calls made to funds overseen by the Faculty Research Committee (FRC)	Gillian Barry	Supported by Grace Hickey
Faculty Funding schemes - FTC	Specific funds allocated to the Faculty Teaching Committee (FTC)	Bernadette Dowling	
Purchasing	Purchasing and monitoring of commitments and accruals for the Faculty	Sharon Sheehy – Executive Dean and supplies for the 3 <sup>rd</sup> floor Joan Kelly – All other purchasing	

### HR Administration

Activity	Description	Primary point of contact	Other contacts
HR Planning and Advertising	Point of contact and escalation with regard to HR Office interaction. Responsible for the advertisement of posts and production of appropriate job descriptions	Pauline Mooney	
Administration of part-time and short-term contracts	Liaison with staff in relation to approved requests to process temporary and part-time contracts, processing of part-time claim forms and liaison with HR and payroll	Sonya McKenna and Grace Hickey	

### Marketing

Activity	Description	Primary point of contact	Other contacts
Overall Faculty Marketing strategic planning	Formulation, review and annual implementation of the Faculty strategic plan on Marketing	Pauline Mooney	
Faculty Marketing administration	Responsible for overseeing the Faculty Marketing activities including: Overseeing the annual implementation plan for Marketing Programme advertising General publicity In-house school liaison activities Publications – Faculty material only School visits and attendance at exhibitions Liaison with Student Recruitment Office and Publicity and Public Affairs Office Data analysis and review of activities	Magaret Irwin-Bannon	These activities are supported by Grace Hickey as detailed below
Co-ordination of exhibitions	Co-ordination of exhibition – Participation, venues, publicity material and liaison with Schools and Student Recruitment Office	Grace Hickey	
In-house school liaison activities	Support, bookings and organisation of the following annual activities Leaving Certificate experiments – May and January Transition year lectures Discover Primary Science Summer Camps Science Week	Grace Hickey	Grace is supported by Joan Kelly as required for specific activities
Transition year work experience programme	Contact with participating schools and organisation of schedule of students with relevant technical staff	Emma Johnson	
Faculty Website	Updating of information on the website as appropriate	Emma Johnson	
Deans/Faculty Administrators of Science Group (IUPSP)	Participation in the Deans and Faculty Administrators or Science of Irish Universities group including group initiatives and projects	Bernadette Dowling	

### ***New Developments***

<b>Activity</b>	<b>Description</b>	<b>Primary point of contact</b>	<b>Other contacts</b>
New academic programmes	Advice on the development of new programmes in the Faculty pre validation and progress of these through Faculty Teaching Committee (FTC)	Pauline Mooney/ Bernadette Dowling	
Other developments	Advice in relation to other new developments including development plans for Schools, commercial activities and new external links for the Faculty	Pauline Mooney	

### ***Overall Management and Administration***

<b>Activity</b>	<b>Description</b>	<b>Primary point of contact</b>	<b>Other contacts</b>
Strategic Planning	Input and advise on the formulation of strategic plans for Teaching, Research, Facilities and overall Faculty plan in consultation with the Dean, Associate Dean, and Manager of Facilities & Technical Services	Pauline Mooney	
Faculty Administration Manager	Overall Faculty administration Manager	Pauline Mooney	
Operations Management	Management of the operations of the Faculty Administration Team embracing both the Science and Nursing elements	Bernadette Dowling	
Faculty Office Manager	On-going operations and day-to-day management of the Faculty Office	Margaret Irwin-Bannon	

### ***Postgraduate Research Administration***

<b>Activity</b>	<b>Description</b>	<b>Primary point of contact</b>	<b>Other contacts</b>
Postgraduate research students funding information	Maintenance of research student funding information and submission of annual documentation to Finance and Registry	Emma Johnson	
Faculty Research Boards	Collation of documentation and information for Faculty Research Award boards in Spring and Autumn	Sharon Sheehy	
Postgraduate training programmes	Postgraduate training programmes administered by FRC	Gillian Barry	Supported by Joan Kelly

### **Systems Development**

<b>Activity</b>	<b>Description</b>	<b>Primary point of contact</b>	<b>Other contacts</b>
Systems management	Ongoing management of systems that underpin the Faculty Administration workload. Developing and planning for future requirements in this area	Bernadette Dowling/Margaret Irwin-Bannon	
Systems development	Participation in systems working groups and working specifically towards the enhancement and development of ITS	Deirdre Moore	

### **Timetabling**

<b>Activity</b>	<b>Description</b>	<b>Primary point of contact</b>	<b>Other contacts</b>
Timetabling administration for all programmes in the Faculty	All administrative aspects to the timetabling of programmes including:  Annual request for workload allocation from Heads of School Updating of academic structure information onto Syllabus + Planning and timetabling of all modules onto system Liaison with Education Services, academic staff members, other Faculty Offices	Sonya McKenna – Overall planning and co-ordination  Emma Johnson - Schools of Biotechnology, Physics, Chemistry and Mathematics  Sonya McKenna - Schools of Nursing and Health & Human Performance	