

Clinical Developmental Sciences Action Plan 2006/7

I. TEACHING

CBL/PBL tutorship

Ownership: UGTC

key points	responsible individual(s)	deadline	review date
identify suitable staff members	UGTC/PGTC	Oct 06	
discuss teaching role with line managers	UGTC	Oct 06	
identify any areas of necessary development	UGTC/SDC	Oct 06	
submit names to appropriate course coordinators	UGTC	Dec 06	
potential contribution		start term 2	
review contribution			Jun 07

Expansion of Intercalated BSc modules

Human Genetics Module			
Ownership: Current intercalated BSc course coordinators - Profs of Human Genetics, Reader in Genetics			
key points	responsible individual(s)	committee	dates
Determine course content	AC/SJ		Oct 06
Determine appropriate examinations	AC/SJ		Oct 06
Identify appropriate lecturers and timetable course	AC/SJ		Oct 06
File course amendment forms	AC/SJ	BSc Com	Nov 06
consideration of amendments	AC/SJ	BSc Com	Dec 06
present amendments for validation	AC/SJ	Validation Com	Feb 07
promotion	AC/SJ	via open day prospectus	Mar 07
1 st cohort intake on amended course			Oct 07

Clinical Genetics Module			
Ownership: Prof of Human Genetics, Reader in Genetics			
key points	responsible individual(s)	committee	dates
Determine course content	MP/AC		Oct 06
Determine appropriate examinations	MP/AC		Oct 06
Identify appropriate lecturers and timetable course	MP/AC		Oct 06
File course amendment forms	MP/AC	BSc Com	Nov 06
consideration of amendments	MP/AC	BSc Com	Dec 06
present amendments for validation	MP/AC	Validation Com	Feb 07
promotion	MP/AC	via open day prospectus	Mar 07
1 st cohort intake on amended course			Oct 07

Developmental Psychology module

Ownership : Professor of Developmental Psychiatry

key points	responsible individual(s)	committee	dates
Determine additional course content	JT		Oct 06
Determine appropriate examinations	JT		Oct 06
Identify appropriate lecturers and timetable course	JT		Oct 06
File course amendment forms	JT	BSc Com	Nov 06
consideration of amendments	JT	BSc Com	Dec 06
present amendments for validation	JT	Validation Com	Feb 07
promotion	JT	via open day prospectus	Mar 07
1 st cohort intake on amended course	JT		Oct 07

Science of Reproduction module			
Ownership : Senior Lecturer in Reproductive Science			
key points	responsible individual(s)	committee	dates
Determine additional course content	AM		Oct 06
Determine appropriate examinations	AM		Oct 06
Identify appropriate lecturers and timetable course	AM		Oct 06
File course amendment forms	AM	BSc Com	Nov 06
consideration of amendments	AM	BSc Com	Dec 06
present amendments for validation	AM	Validation Com	Feb 07
promotion	AM	via open day prospectus	Mar 07
1 st cohort intake on amended course	AM		Oct 07

MRes

Ownership: AM

MRes (Medical Genetics) (Rehabilitation)			
key points	responsible individual(s)	committee	dates
approval of CDS MRes speciality proposals	AM	MRes	Oct 06
MRes proposals presented to Taught Postgraduate Course Committee	AM	TPCC	Nov 06
MRes proposals presented	AM	SPARC	Dec 06
Promotion : places advertised (subject to validation)	AM	liaise with Registry	Jan – Mar 07
Course validation	AM	Validation Committee	Feb 07
student recruitment	AM		Mar 07
1 st cohort intake	AM		Sep 07

II. RESEARCH

Ownership: RC

key points	responsible individual(s)	committee	dates
1 application submission by each CDS PI (at least one of which = fEC)	RC		Oct 06 Jan 07 Apr 07 Jul 07
submissions review	RC	CDS Exec Grp	monthly
annual review of submissions	RC	CDS Exec Grp	Aug 07
annual review of grant income	RC	CDS Exec Grp	Aug 07

III. STAFFING

HoDiv replacement

Ownership: HoDiv

key points	responsible individual(s)	committee	dates
invitation for applications	CDS		Jan 07
candidate interview and appointment	School		May 07
commencement			Sep 07

Academic

Ownership: HoDiv

key points	responsible individual(s)	committee	dates
submit applications for new posts	HoDiv	SRC	12 th Nov 06
recruitment and selection	HoDiv	liaise with HR	Jan 07
submit applications for senior academic post replacements	HoDiv	SRC	19 th Mar 07
recruitment and selection	HoDiv	liaise with HR	Jun 07

Support

Ownership: DM

key points	responsible individual(s)	committee	dates
application for 2 support staff position replacement	DM	SRC (or equivalent)	Jan 07
recruitment and selection		liaise with HR	Mar 07
application for support staff position replacement	DM	SRC (or equivalent)	Sep 07
recruitment and selection		liaise with HR	Nov 07

IV. FINANCE

Ownership: DM

key points	responsible individual(s)	committee/ individual	dates
determine divisional budget for 2006/7	DM	Director of Finance/	Sep 06

		Assistant Director of Finance	
section allocation	DM	CDS Executive Committee	16 th Oct 06
division account allocation			
monitoring expenditure	DM/DFO	Finance department	Sep 06-Jul 07
collation of figures for accruals	DM/DFO	liaison with sections	Jun 07
submission of accruals and end of year figures	DM/DFO	Finance Dept	Jul 07
collation of 2006/7 figures for analysis	DM/DFO		Jul 07
2007/8 budget forecast	DM/DFO/HoDiv	CDS Executive committee	Jul 07

V. CAPITAL PROJECTS

Ownership: DM

key points	responsible individual(s)	committee /liaison	dates
3rd fl LNS laboratory restructure & refurbishment negotiations for additional central funding applications for additional funding commencement completion	DM	Finance Dept Accommodation Committee Equipment Committee	Sep 06 9 th Oct 06 11 th Oct 06 Aug 06 Jan 07
3rd fl LNS air conditioning installation – phase 2 negotiations for additional central funding applications for additional funding commencement completion	DM	Finance Dept Accommodation Committee Equipment Committee	Sep 06 9 th Oct 06 11 th Oct 06 Oct 06 Jan 07
3rd fl LNS security access maintenance/service corridor lighting replacement	DM	Trust Estates and Facilities liaison	Oct 06
3 rd fl LNS teaching areas equipment & refurbishment applications for funding to be made commencement completion	DM	Equipment Committee	11 th Oct 06 Dec 06 Jan 2007

VI. DIVISIONAL STRATEGIC REVIEW AND PLANNING

Ownership: HoDiv

key points	responsible individual(s)	committee	dates
review of 2006/7 planning round	HoDiv	CDS Exec Grp	Oct 06
agree pro forma to capture data for 2006/7	HoDiv	CDS Exec Grp	Nov 06
1 st reminder for continuing record data entry	HoDiv		Jan 07

2 nd reminder for data keeping	HoDiv		Apr 07
collate census data	HoDiv	CDS strategy committee	Jul 07
compile and format census data	HoDiv	CDS strategy committee	Aug 07
Produce and submit report	HoDiv	CDS strategy committee	Sep 07