

DRAFT¹

Trinity College Dublin University of Dublin

Personnel and Appointments Committee Terms of Reference

Preamble

The role of the Personnel and Appointments Committee is to advise and make policy recommendations to Council and Board on that part of the College's activity which is concerned with the staff members of the College community and with their relationships within the College environment, and to undertake any related tasks assigned to it by Board and Council. Its aim is to develop and review policies and procedures which shall enable all staff to contribute to the best of their abilities, both individually and collectively, to the short and long-term success of the College and to assist all staff in achieving their full potential. The Personnel and Appointments Committee shall not have an operational role in relation to the day-to-day management of staff in College.

To discharge its role, the Personnel and Appointments Committee may investigate and make recommendations to Council and Board on any aspect of policy affecting staff in the College: specifically it shall review and develop policies for consideration by Council and Board in regard to the following key areas of activity:

(1) Legislative Environment

To monitor and review, and report to the University Council and the Board on an ongoing basis, changes in the internal and external environment (with particular reference to demographic, legislative and other factors affecting the tertiary education sector) so that the College may anticipate and appropriately respond to these changes and ensure that its academic objectives are achieved in the most effective and efficient manner.

(2) Staff Planning and Appointments

(i) To review the staffing implications of the strategic plans of academic units and administrative/support units, in accordance with policy and criteria approved by Council and Board, and informed by input from the Resource Management Committee; (ii) to monitor and overview the implementation of staffing plans in academic units and administrative/support units; (iii) to review, co-ordinate and agree any amendments in staffing plans from heads of academic units and heads of administrative/support units; (iv) to receive and note nominations for the appointment of visiting academic professorial staff and to report its decisions to the University Council and to the Board.

(3) Recruitment and Selection

¹ The Terms of Reference of the Personnel & Appointments Committee approved by the Board in January 2005 have now been amended to accord with the College's Strategic Planning process. Revisions to the Terms of Reference were considered by the Committee at its meeting on 8th March and the document, as above, will be the subject of further review by the Committee on 29th March. The Terms of Reference will then go forward to the Board for ratification.

To review recruitment and selection procedures to ensure that College policy and practice is consistent with best practice and procedures.

(4) Pay and Conditions of Employment

To develop policies in regard to pay and conditions of employment, organisational structures and promotion procedures, in relation to all categories of staff. These policies shall be reviewed in the context of both the internal and external environments which directly influence the College and its ability to meet its objectives.

(5) Staff Relations

To review and develop policies for approval by Board and Council in regard to:

- (a) Joint Consultative and Negotiation Procedures
- (b) Disciplinary Procedures
- (c) Grievance Procedures
- (d) General policies, procedures and regulations affecting employees of the College, including, inter alia, academic leaves of absence, Career Breaks and leaves of absence for other purposes, whether with or without pay and, in this connection, to be the body to which applications for any such leaves of absence are submitted, and by which such applications are approved.

(6) Staff Development

To develop and monitor the implementation of policies which will support all members of staff to reach their professional and career potential within the strategic objectives of the College.

To develop and monitor a Performance Management Development System in the context of the strategic objectives of the College and in line with the requirements of national agreements.

(7) Sub-Committees

The Personnel and Appointments Committee shall, (where appropriate) devise and regularly review the criteria and procedures used by its sub-committees. The Personnel and Appointments Committee shall propose membership of these committees to the Registrar for submission to Council and Board. These committees, at present, are:

1. Senior Promotions Committee
2. Junior Promotions Committee
3. Administrative and Library Staff Review Committee
4. Library Staff Review Committee
5. Secretarial and Executive Officer Staff Review Committee
6. Technical Staff Committee
7. Partnership Committee

The above list of Committees may be amended/alterd as required at any time as directed by the Council and Board. The Personnel & Appointments Committee will receive from each of the Committees above-named, and from any other Committee which may subsequently be included, the Minutes of their meetings for noting. These Sub-Committees will be deemed to have fully delegated powers

and will bring their recommendations (e.g. in relation to promotions) directly to the University Council and/or the Board, as appropriate, but should refer to the Personnel & Appointments Committee any issues of policy which arise from their deliberations.

(8) Consultation

To develop and review practices and procedures to ensure that relevant information is given to all College staff at the appropriate time and to ensure that mechanisms are established which would enable College staff to respond to the information given.

(9) Annual report

The Personnel and Appointments Committee shall receive an annual report from the Staff Office for recommendation to Council and Board.

(10) Committee Membership

The Vice Provost (Chair)

The Senior Lecturer

Board Representatives (3)

Deans' Representative (1)

Heads of School Representative (1)

Joint Chair, Partnership Committee

Student Representative (1)

Academic Secretary

Staff Secretary

Deputy Treasurer

Establishment Manager (Acting Secretary)

Revised March 2006.