

UNIVERSITY OF DUBLIN  
TRINITY COLLEGE

**PERSONNEL AND APPOINTMENTS COMMITTEE**

**Meeting: 15 November 2006 – 10.30am Board Room, Provost House**

A G E N D A

		DECISION		
SECTION A		Y	N	D
A1	Minutes of Meetings of 18 October 2006 – to follow			
A2	Matters Arising			
	A2.1 <b>IS Services – MIS Programmer (Admin 3/2)</b>			
	A2.2 <b>School of Medicine – Technical Manager</b>			
A3	Staff Appointments (Emergency Fund Posts)			
	A3.1 <b>International Student Affairs – Executive Officer</b>			
	A3.2 <b>Admissions Office – Temporary Executive Officer (p/t)</b>			
A4	Staff Appointments (Cista Communis Funded Posts)			
	A4.1 <b>Housekeeping – Housekeeping Assistants (6 posts)</b>			
	A4.2 <b>IS Services (i) User Support Programmer (Admin 3) (ii) User Support Programmer (Admin 3/2) (iii) User Support Programmer – half time job sharer (Admin 2)</b>			
	A4.3 <b>Communications Office (i) Press Officer (Admin 2/1) (ii) Executive Officer</b>			
	A4.4 <b>Directory of Buildings (i) Telephone Technician (ii) Groundsman (iii) Boat House Superintendent</b>			
	A4.5 <b>Faculty of Science – Executive Officer</b>			
	A4.6 <b>Civil, Structural &amp; Environmental Engineering – Lecturer</b>			
	A4.7 <b>Library (i) Assistant Librarian (2 posts) (ii) Library Assistant (job share) (iii) Library Assistant (part-time)</b>			
	A4.8 <b>Senior Lecturer's Office – Executive Officer</b>			
	A4.9 <b>School of Psychology - Transfer Lecturer Post from Fixed Term Contract to Permanent Post</b>			
	A4.10 <b>Sport (i) Member Services &amp; Marketing Administrator (Admin 3) (ii) Duty Manager – 2 posts (Executive 3 or 2) (iii) Executive Officer (iv) Attendants (10 posts covering 2 Receptionists, 3 Fitness Instructors and 5 Pool Attendants)</b>			
	A4.11 <b>Catering – Chef (conversion to contract of indefinite duration)</b>			

A5	Staff Policies				
	A5.1	Probationary Procedure for Academic Staff			
	A5.2	Leave of Absence Policy – Professor O’Halpin, Chair of Sub-Group, will report at 11.15am			
A5.1	Leave of Absence/Career Breaks/Nominations for Appointment				
	A5.1.1	<b>Leave of Absence: Mr Paul Horan, Mr Michael Coughlan, Dr Mary McCarron, Ms Jean Morrissey, School of Nursing &amp; Midwifery</b>			
	A5.1.2	<b>Career Break: James Larragy, IS Services</b>			
	A5.1.3	<b>Nomination for Appointment : Visiting Professor - Prof Susan McClaren, School of Nursing &amp; Midwifery, Prof Brendan Whelan, TILDA, Health Sciences</b>			
<b>SECTION C</b>					
C1	Staff Appointments (Self-Financing Posts)				
	C1.1	<b>Bio Resources Unit (i) Laboratory Attendant (2 posts)</b>			
	C1.2	<b>Careers Advisory Service – Project Officer (Admin 2)</b>			
	C1.3	<b>Library (i) Conservator (part-time) and Library Assistant (part-time) (ii) Worth Librarian (iii) Conservation Project Technician (iv) SFI Librarian (v) Secretarial post (data entry) (vi) Assistant Librarian</b>			
	C1.4	<b>CAPSL – Executive Officer</b>			
	C1.5	<b>Graduate Studies Office – Administrative Officer 3/2</b>			
	C1.6	<b>Staff Office (i) Admin 3 (ii) Admin 2 (iii) Executive Officer – conversion to contracts of indefinite duration</b>			
	C1.7	<b>Trinity Centre for Bioengineering – Admin 3</b>			
	C1.8	<b>School of Medicine (i) Lecturer/Specialist Registrar (ii) Senior Lecturer in Global Diseases (iii) Executive Officer (half time post) (iv) Executive Officer (indefinite duration)</b>			
C3	Any Other Business				
C4	Date of Next Meeting – Wednesday, 13 December, at 10.30am in the Board Room, Provost House  Meeting of PAC to deal with Strategic Staffing Plans is at 2.30pm on Monday, 20 November in the Board Room				

**Patricia Daly**  
**Acting Secretary to Personnel and Appointments Committee**