

**UNIVERSITY OF DUBLIN
TRINITY COLLEGE
PERSONNEL AND APPOINTMENTS COMMITTEE**

Meeting: 14 March 2007 – 10.30am Board Room, Provost House

A G E N D A

		DECISION			
SECTION A		Y	N	D	
A1	Minutes of Meetings of 7 February 2007				
A2	Matters Arising				
	A2.1	Report on Academic Titles (Dean of Graduate Studies will attend at 10.30am)			
	A2.2	Leave of Absence, School of Nursing & Midwifery (Professor Begley will attend at 11am)			
	A2.3	Leave of Absence – Policy and Procedures			
	A2.4	Report on Expert Group on University Technician Grades and revised Staff Review Procedures Document			
	A2.5	Guidelines to Sick Leave Regulations			
A3	Staff Appointments (Emergency Fund Posts)				
	A3.1	Sociology – Funds for Part-time Lecturer			
	A3.2	IS Services – Admin 1 (2 posts)			
	A3.3	Paediatrics - Locum Lecturer			
	A3.4	Student Records – Executive Officer			
A4	Staff Appointments (Cista Communis Funded Posts)				
	A4.1	Medicine (i) Executive Officer (ii) Lecturer in Nutrition (iii) Demonstrators in Anatomy (4 posts)			
	A4.2	Treasurer's Office – Admin 1 (reduction in hours)			
	A4.3	Sociology – Lecturer post funding			
	A4.4	Nursing & Midwifery (i) Clinical Tutor (2 posts) (ii) Lecturer (2 posts)			
	A4.5	Civil, Structural & Environmental Engineering – Lecturer			
	A4.6	Physics – School Administrator			
	A4.7	Director of Buildings (i) Buildings Superintendent (ii) Security Officer (short term) (iii) Security Officer (1 year – 2 posts) (iv) Senior Attendant (2 posts)			
	A4.8	Conversion to contract of indefinite duration – Drama, Film & Music – Part-time lecturer (2 posts)			
	A4.9	Staff Office (i) Staff Development Manager (job share) (ii) Payroll - Executive Officer (to follow)			

	A4.10	Housekeeping (i) Housekeeping Supervisor (ii) Part-time Executive Officer (iii) General Operatives (3 posts)			
	A4.11	Germanic Studies – Part-time Lecturer			
	A4.12	Careers Advisory Service – Executive Officer			
	A4.13	Student Records/Proctor's Office – Senior Executive Officer 2/1			
	A4.14	Natural Science (i) Lecturer/Senior Lecturer in Geography (ii) Senior Lecturer - History/English (initial SIF Funding) (to follow)			
A5	Staff Policies				
	A5.1	Nominating Committees for Senior Lectureships – Proposed Membership			
	A5.2	Research Redundancy Payments			
	A5.3	Fixed Term Worker Renewals			
A5.1	Leave of Absence/Career Breaks/Nominations for Appointment:				
	A5.1.1	Leave of Absence: Ms Frances O'Brien, Ms Margaret McAdam, Ms Anne-Marie Corroon, Ms Frances Ryan, Mr Mark Monahan, Nursing & Midwifery, Dr Sarah Smyth, Russian & Slavonic Studies, DrSinead Ryan and Dr Michael Pearon, Mathematics			
	A5.1.2	Career Break: Margaret Rooney, Corinne Forbes and Gerard Kelly, Library			
	A5.1.3	Nomination for Appointment: None			
BSECTION C					
C1	Staff Appointments (Self-Financing Posts)				
	C1.1	Chemistry – Post graduate Co-ordinator (temporary)			
	C1.2	Civil, Structural & Environmental Engineering – Part-time Lecturer			
	C1.3	Medicine (i) Research Lecturer (contract of indefinite duration) (ii) Physiotherapy – Laboratory Attendant (iii) Surgery – Clinical Skills Technician			
	C1.4	Library (i) Old Library Guard (2 posts) (ii) Library Assistant (2 posts) (iii) Research Support System Programmer (Admin 2) (iv) Old Library Guard (part-time post) (iv) Conservation Attendants (4 posts) (v) Harry Clarke Preservation Assistant (v) Library Shop Assistant			
	C1.5	Disability Services (i) Disability Officer (ii) Assistive Technology & Information Officer			
	C1.6	Mechanical & Manufacturing Engineering – Lecturer			
	C1.7	Health Policy Management – Secretarial Officer			
	C1.8	Treasurer's Office – Executive Officer			
	C1.9	Senior Lecturer's Office – Executive Officer			
	C1.10	Day Nursery – Nursery Assistant (Special Needs)			

C2	Strategic Plans				
	C2.1	Mathematics – Lecturer (2 posts)			
	C2.2	Medicine (i) Lecturer in Histopathology & Morbid Anatomy (2 posts) (ii) Lecturer in Immunology (iii) Admin 2 Officer (iv) Lecturer in Medicine (2 posts) (v) Lecturer/Registrar in Haematology (vi) Lecturer/Registrar (Clinical Medicine) (vii) Lecturer/Registrar (Surgery – SJH) (viii) Senior Lecturer (ix) Lecturer/Registrar (Surgery) – 2 posts (x) Lecturer/Registrar (Clinical Medicine) – 2 posts (xi) Public Health & Primary Care – Chair in Population Health (xii) Finance Administrator (part-time)			
	C2.3	Nursing & Midwifery (i) Lecturer (2 posts) (iii) Senior Executive Officer (iv) Clinical Skills Manager			
	C2.4	Computer Science & Statistics – Executive Officer			
C3	Any Other Business - Academic Tenure				
C4	Date of Next Meeting – <u>Wednesday, 18 April 2007</u> , 10.30 Board Room, Provost House				

Patricia Daly
Acting Secretary to Personnel and Appointments Committee