

**UNIVERSITY OF DUBLIN  
TRINITY COLLEGE**

**PERSONNEL & APPOINTMENTS COMMITTEE**

The Personnel & Appointments Committee met on Tuesday, 19th December 2006 at 11.30 a.m. in the Board Room.

PRESENT: The Vice-Provost (Professor R.J. Byrne) (presiding); the Senior Lecturer (Professor C. Kearney); Professor N. Biggar; Dr. J.O. Jones; Ms. M. Leahy; Professor G. Whyte; Mr. I. Mathews (Deputy Treasurer)

IN ATTENDANCE: Establishment Manager (Acting Secretary);

Apologies for absence were received from Ms. P. Callaghan, Mr. R. Keaveny and the Recruitment Manager

**PAC 2006-07/ 49 Minutes of last Meeting**

The Minutes of a meeting of the Personnel & Appointments Committee held on 15<sup>th</sup> November 2006 were approved and signed, subject to the following amendments:

Dr. Jones's name was removed from the list of those who had sent apologies, his name having been included correctly in the list of those present at the meeting.

Minute 35 was corrected to indicate that the proposed Personnel & Appointments Committee's representatives on the sub-group joint with the Research Committee to review issues relating to research staff were to be Professor G. Whyte, Dr. J. Jones and the Acting Secretary.

**PAC 2006-07/ 50 Matters arising from the Minutes**

A number of matters arising from the previous meeting were discussed and are recorded below. (PAC 2006-07/ 51- PAC 2006-07/ 55 inclusive below)

**PAC 2006-07/ 51 Sub-Group joint with Research Committee**

The Acting Secretary reported that she had communicated to the Dean of Research the names of the representatives of the Personnel & Appointments Committee who had agreed to serve on this sub-group.

**PAC 2006-07/ 52 Leaves of Absence, School of Nursing**

The Committee noted that a revised application for leave of absence in Hilary Term 2007 had been received from Mr. Michael Coughlan. In the context of the additional information now provided, the Committee approved the granting of leave of absence in this case. The Committee further noted the Acting Secretary's report that, of the two other applications referred back to the School, one had now been withdrawn and the second would be brought forward in due course for one term's leave in the academic year 2007/08.

**PAC 2006-07/ 53 Department of Sport**

The Committee noted that the Finance Committee, at its meeting in December, had approved the financial plan for the new Sports Centre and that the appointments for which contingent approval had been given had now proceeded to advertisement.

**PAC 2006-07/ 54 Academic Titles**

The Acting Secretary reported that a further meeting with the Establishment and Recruitment Managers had been requested by the Dean of Graduate Studies before he completed the final draft of the report of the Working Party established by the Heads' Committee to review academic titles. This meeting had now been scheduled for 2<sup>nd</sup> January 2007. The Committee, noting that the report of the Working Party would be submitted in the first instance to the Heads' Committee, agreed that when the Heads' Committee had reviewed the draft proposals the Dean of Graduate Studies should be invited to make a presentation of these proposals to the Personnel & Appointments Committee.

**PAC 2006-07/ 55 Revised Probationary Procedures for Academic Staff**

The Acting Secretary reported that a response to the draft revised probationary procedures for academic staff had been received from IFUT on the morning of 19<sup>th</sup> December, which had allowed insufficient time for a proper consideration and full report of the views expressed by IFUT. The Committee further noted that the Heads' Committee had not yet been in a position to make a full response to the draft proposals, and that it was now expected that the Heads would review these proposals more fully at their meeting in January 2007.

**SECTION A**

**PAC 2006-07/56 Transfer to Permanent post from Fixed-Term Contract**

**School of Biochemistry & Immunology**

The Committee received a submission from the Head of the Biochemistry & Immunology, circulated, proposing the transfer of a named Senior Lecturer, currently engaged on a fixed-term contract, to a permanent post. The Committee noted that the appointment was currently funded from a benefaction, and that it was intended that this funding arrangement would continue to the expiry date of the contract, at which time the School undertook to accept liability for the salary costs of the post. The Committee further noted that, while this Senior Lecturer continued to hold a College Office, the School would accept liability for 50% of the costs, with the balance deriving from funds accruing to the Research Committee, and that, if or when such Office were to cease then an assurance in writing had been received from the Head of School affirming the School's undertaking to provide 100% of the costs.

The Committee received a full *curriculum vitae* for the named Senior Lecturer, and assessed the case presented in the context of the Board-approved policy for the conversion from fixed-term to permanent posts in exceptional circumstances and, being satisfied that exceptional circumstances had been demonstrated, and that the skills and expertise described should be retained by the

College, agreed to recommend to the Provost and the Executive Officers that this Senior Lecturer be appointed to a permanent post in accordance with the provisions of the policy and procedure for such conversion.

The Deputy Treasurer, while not demurring from this decision, asked that further information be provided in relation to future retirements referred to in the supporting financial documentation received from the Dean of Research, and the Committee agreed that this information should be furnished to the next meeting.

#### **PAC 2006-07/57 Transfer to Permanent Post from Contract of Indefinite Duration**

##### **School of Education**

The Committee received and noted a submission from the Head of the School of Education, circulated, proposing the transfer of a named member of staff from an existing contract of indefinite duration to a permanent academic appointment in the College. The Committee assessed the case in the context of the *curriculum vitae* which accompanied the submission and in the context of the approved policy for the conversion to permanent posts, and, noting that the mandatory requirement for the involvement of an External Assessor in the original appointment process had been met, agreed to recommend to the Provost and the Executive Officers that this Lecturer be now appointed to a permanent post.

#### **PAC 2006-07/ 58 Emergency Fund**

##### **(i) Treasurer's Office – Administrative Staff**

The Committee received and noted submissions from the Deputy Treasurer, circulated, seeking allocations from the Emergency Fund to facilitate the appointment of two temporary Administrative Officers and one temporary Senior Administrative Officer, each on contract for a period of six months, to provide essential support in the Treasurer's Office during the absence, on Maternity Leave, of three members staff in the area. The Committee agreed that an allocation of €23,500 should be made to cover the cost of each of the Administrative Grade posts, and that a sum of €47,000 be allocated to cover a temporary appointment at Senior Administrative level.

(The Deputy Treasurer withdrew during consideration of this item of business).

##### **(ii) Student Counselling Service – Administrative Officer**

The Committee received and noted a submission from the College Secretary, circulated, seeking an allocation from the Emergency Fund to facilitate the appointment of a temporary Administrative Officer in the Student Counselling Service during the absence, on Maternity Leave, of a member of staff in the area. The Committee agreed that an allocation of €23,500 be made in this case.

**(iii) Student Disability Service – Learning Support Tutor**

The Committee received and noted a submission from the Senior Tutor, circulated, seeking an allocation from the Emergency Fund to cover the costs associated with the appointment of a temporary Learning Support Tutor during the absence, on Maternity Leave, of a member of staff in the area. The Committee agreed that an allocation of €17,000 be made in this case.

**(iv) School of Drama, Film & Music – Temporary Executive Officer**

The Committee received and noted a submission from the Head of the School of Drama, Film & Music seeking a supplementary allocation from the Emergency Fund to cover the costs for a further period of two months of a temporary Executive Officer pending the recovery from a serious accident of the Executive Officer in Music. The Committee agreed that a further allocation of €4,607 should be made in this case.

**PAC 2006-07/ 59 Staff Appointments – *Cista Communis* funded**

**(i) School of Medicine**

**(a) Lecturer in Immunology**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to appoint a permanent Lecturer in Immunology in replacement of a Senior Medical Scientist who had recently resigned. The Committee, noting that the arrangements proposed in this case represented a significant change, and that a permanent Lectureship was proposed, agreed that the School should be invited to incorporate this proposal into its Strategic Staffing Plan.

**(b) Lecturer/Registrar in Paediatrics**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to make a replacement appointment to the post of Lecturer/Registrar in Paediatrics. The Committee agreed that a replacement appointment be made in accordance with the normal arrangements for Lecturer/Registrar posts, the appointment to be made on contract for one year, renewable thereafter for up to two further years.

**(ii) Faculty of Science – Executive Officer**

The Committee received and noted a submission from the Dean of Science, circulated, seeking permission to extend for a period of six months the contract of an Executive Officer engaged in archiving Faculty records and in assisting with the examination process. The Committee, noting that there was an inconsistency in the source of funding identified for the support of this post, and further noting that the existing contract would expire before the next meeting of the Committee, agreed that, subject to clarification of the funding source and provided always that the Deputy Treasurer were satisfied that funds sufficient for the purpose were available, then the contract should be extended for the six-month period proposed.

### **(iii) School of Physics**

#### **(a) Executive Officer – Permanent Post**

The Committee received and noted a submission from the Head of the School of Physics, circulated, seeking permission to make a permanent replacement appointment to a post of Executive Officer which had fallen vacant following the resignation of a member of staff while on Career Break. The Committee agreed that a permanent replacement appointment be made.

#### **(b) Executive Officer – Extension of Contract**

The Committee received and noted a submission from the Head of the School of Physics, circulated, seeking permission to extend for a period of three months the contract of an Executive Officer engaged as a temporary replacement for a member of staff who had sought, and been granted, an extension of a Career Break. The Committee, noting that no additional costs would be incurred, and that an extension of contract in this case was compliant with the provisions of the Protection of Employees (Fixed Term Work) Act 2003, agreed that this contract be extended to March 2007.

#### **(c) Executive Officer (Finance) – Extension of Contract**

The Committee received and noted a submission from the Head of the School of Physics, circulated, seeking permission to extend for a period of three months the contract of a Temporary Executive Officer engaged to replace a member of staff absent on Maternity Leave. The Committee, noting that the continuation of contract was proposed to allow for a period of hand-over of the day-to-day financial administration of the School and to allow for the reconciliation of the School's accounts at the calendar year end, and further noting that the School proposed to fund the salary costs from its own pay budget, agreed that the contract in this case be extended to 31<sup>st</sup> March 2007.

#### **(c) Lecturer (Part-time)**

The Committee received and noted a submission from the Head of the School of Physics, circulated, seeking permission to transfer from a fixed-term contract to a contract of indefinite duration a Part-time, Term-time Lecturer in Physics engaged in the teaching of students of Physiotherapy. The Committee noted that a contract of indefinite duration was necessary in this case to comply with the provisions of the Protection of Employees (Fixed Term Work) Act 2003. Having considered this proposal the Committee agreed that, before reaching a decision, further information should be brought forward in relation to the precise nature of the contract and the background circumstances, including information as to whether this arrangement was based on a Visiting status, the Lecturer being otherwise engaged in academic activity elsewhere, or whether the arrangement was based on occasional teaching.

In reviewing this submission the Committee noted concerns expressed by members in relation to cross-disciplinary teaching, in particular the desirability of ensuing consistency of standards in cross-disciplinary teaching and the need to ensure that such teaching was regarded as of equal importance with teaching within the discipline. It was agreed that the Committee's views on this matter be conveyed formally to the Senior Lecturer for consideration by the Heads' Committee.

**(iv) School of Engineering**

**(a) Executive Officer, Electronic & Electrical Engineering**

The Committee received and noted a submission from the Head of the School of Engineering, circulated, seeking permission to allow an Executive Officer engaged in Electronic & Electrical Engineering to reduce her working hours from while-time to 80% attendance. The Committee, noting that an element of flexibility had been agreed in relation to attendance during the examination period and other busy times in the academic year, agreed that a reduction to 80% time should be implemented at 1<sup>st</sup> January 2007 in this case.

**(b) Lecturer (Part-time) in Civil Engineering**

The Committee received and noted a submission from the Head of the School of Engineering, circulated, seeking permission to transfer from a fixed term contract to a contract of indefinite duration the appointment of a Part-time Lecturer in Civil Engineering, to ensure compliance with the provisions of the Protection of Employees (Fixed Term Work) Act 2003. The Committee agreed that further information should be sought on this case, and deferred its decision to its next meeting.

**(v) School of Drama, Film & Music**

The Committee received and noted a submission from the Head of the School of Drama, Film & Music, circulated, seeking permission to make a replacement appointment to the post of Assistant Technical Theatre Manager which had fallen vacant in consequence of a resignation. The Committee, noting that a contract of eight months' duration was proposed, and that the post was to be funded from the discretionary pay budget in Drama, agreed that a replacement appointment be made on the terms proposed.

**(vi) The Library**

**(a) Library Executive Grade 2 (Systems)**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to make a permanent replacement appointment to the post of Library Executive 2, the post having fallen vacant in consequence of the appointment of the incumbent to a more senior position. The Committee agreed that a replacement appointment should be made.

**(b) Library Guard**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to make a permanent replacement appointment to the post of Library Guard which had fallen vacant following the death, while on Career Break, of the incumbent of a permanent post. The Committee agreed that a permanent replacement appointment be made, the appointment to commence on the date on which the Career Break was to terminate.

**(c) Library Assistant (Part-time)**

The Committee received and noted a submission from the Deputy Librarian, circulated seeking permission to appoint a part-time Library Assistant on a contract of indefinite duration, the requirement for the post arising from the reduction by one day per week of the working hours of a permanent Library Assistant and the temporary appointment to continue for so long as the arrangement for reduced hours continued. The Committee, noting that sufficient funds would be released from the permanent, whole-time appointment to facilitate this arrangement without incurring additional costs, agreed that a part-time appointment be made as proposed.

**(d) Library Assistant**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to make a permanent replacement appointment to a post of Library Assistant which had fallen vacant in consequence of a resignation. The Committee, noting that no additional increase in costs would be involved, agreed that a permanent replacement appointment be made.

**(e) Library Executive 1 – Library Disabilities Liaison Officer**

The Committee received and noted a submission from the Librarian, circulated, seeking permission to appoint to a post of Library Disabilities Officer Executive 1. The Committee noted that this proposal was brought forward by the Librarian following consideration of the matter at the Library Staff Review Committee, where both the Library management and the staff representatives were in complete agreement on the need to create such a post. The Committee further noted that the existing arrangement, whereby support in the Library for students with disabilities extended to only two days each week with funding derived from ATIC through the Disability Support Office, was not adequate to meet the existing and growing need for these services. The Committee, noting that the Library was not in a position to provide the salary costs associated with this new post from its existing resources, and further noting the Senior Lecturer's observation that similar issues in relation to the provision of support services were now arising in other areas where the necessary supports had, hitherto, been provided from targeted funding which had expired, agreed that there was a need to examine the totality of these requirements and to consider how, within its limited resources, the College could provide the best possible service. The Committee agreed that, in the first instance, the Librarian's proposal should be referred to the Executive Officers for a consideration of the funding requirements of the post of Library Disabilities Officer Executive 1.

**(f) Graduate Trainees, 2007/08**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to appoint three Graduate Trainee Librarians for the year 2007/08. Noting that these appointments were made annually, for a period of one year, for the purpose of providing practical training in Library work for persons intending to proceed thereafter to a formal academic qualification in Librarianship, and that no costs over existing salary costs would be incurred, the Committee agreed that three Graduate Trainees be recruited in the Library, each Traineeship to be of one year's duration commencing in September 2007.

**(vii) IS Services**

**(a) IS Trainer**

The Committee received and noted a submission from the Director of IS Services, circulated, seeking permission to appoint a Trainer on contract for a period of three years in replacement of a member of staff who had been granted a Career Break of three years' duration. The Committee noted that a whole-time appointment was proposed, in replacement of the absent staff member who held a Job-Sharing appointment, but that no increase in costs would be incurred as the temporary Trainer was to be engaged on the Administrative Grade III scale and sufficient funds had been released from the Career Break to facilitate this arrangement. The Committee agreed that a whole-time appointment be made on the Administrative Grade III scale on contract for a period of three years.

**(b) User Support Programmer**

The Committee received and noted a submission from the Director of IS Services, circulated, seeking permission to extend for a period of one year the contract of a User Support Programmer whose duties related to the provision of IT support services to students in College residences. Noting that this appointment was funded from monies made available to IS Services by the Accommodation Office, and that formal undertakings in relation to the provision of this funding for a further year had been received, the Committee agreed that the contract in this case be extended for one year.

**(c) User Support Programmer**

The Committee received and noted a submission from the Director of IS Services, circulated, seeking permission to make a replacement appointment to a post of User Support Programmer which had fallen vacant at the expiry of a fixed term contract. The Committee, noted that this post had previously been supported to the extent of 50% of salary by the TCIN, which no longer had need of the services provided, and further noted that it was the Director's intention to replace this funding with the salary attaching to a half-time Job-Sharing post, approved but not filled, the balance of funding deriving, as hitherto, from IS Services income. On the basis of these arrangements the Committee agreed that a whole-time User Support Programmer be appointed on contract for a period of one year.

**(d) Executive Officer**

The Committee received and noted a submission from the Director of IS Services seeking permission to make a permanent replacement appointment to the post of Executive Officer, the post having fallen vacant following the appointment of the incumbent to another College post. The Committee agreed that a replacement appointment be made.



**(viii) Office of the Director of Buildings**

**(a) Mail Room Attendant**

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to make a permanent replacement appointment to the post of Mail Room Attendant following the appointment of an existing member of staff in the Mail Room to the post of Supervisor, which post had fallen vacant by way of retirement. The Committee agreed that a permanent replacement appointment in the grade of Attendant be made.

**(b) Security Officers – CRANN Building, Sports Centre, Millennium Gate**

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to make three new appointments in the grade of Security Officer to provide essential security services in the area of new building development in the east end of the College incorporating the CRANN Building, the new Sports Centre and the Millennium Gate. The Deputy Treasurer advised that the costs associated with these appointments would be built in to the estimates for the recurrent costs of these buildings, and agreed to include these costs in a report to be prepared for the Executive Officers. The Committee agreed that three new permanent Security Officers be appointed.

**(ix) Catering Department – Pastry Chef**

The Committee received and noted a submission from the Director of Accommodation & Catering Services requesting authorisation for a Pastry Chef in the Catering Department to be permitted to reduce her annual working hours for family reasons. The Committee agreed that a shorter working year be implemented in this case for an initial period of five years, as proposed by the Catering Manager, and that at the end of this five-year period the arrangement be reviewed and extended for a further period if necessary.

**PAC 2006-07/ 60 College Health Service**

**(i) Physiotherapist**

The Committee received and noted a memorandum from the Acting Secretary, circulated, outlining the circumstances in which, following the recent Revenue Audit, it had become necessary to amend the terms of engagement of a Physiotherapist in the College Health Service from a contract for services to a contract of service. The Committee noted that, to comply with Revenue requirements, the Physiotherapist had been placed on a contract of indefinite duration with retrospective effect to 1<sup>st</sup> January 2006, the appointment to continue for so long as the income deriving from patient fees was sufficient to meet the salary costs of the post. The Committee endorsed the action which had been taken in this case.

**(ii) Medical Officer (Part-time)**

The Committee received and noted a memorandum from the Acting Secretary, circulated, detailing the arrangements which were necessary to retain the General Medical Service list in the College Health Service. The Committee noted that the recently-retired Director of the Health Service was the GMS list-holder, and the transfer by the Health Service Executive of the GMS list to the recently-appointed Director was likely to take up to two years. During this period there would be a significant loss of income to the Service if the list-holder were not retained on a part-time basis in the College's employment. Noting that the likely loss of income in the year 2006/07 was of the order of €60,000, and that the costs associated with a part-time appointment could be covered by the GMS income and by other savings occurring within the pay and non-pay budgets of the College Health Service, the Committee agreed that the retired Director be re-engaged on a part-time contract, the termination of this contract to coincide with the transfer of the GMS list.

**PAC 2006-07/ 61 Annual Accounts 2005/06 – KPMG Management Letter**

The Committee received and noted the content of a Management Letter issued by the College Auditors following the audit of the accounts for the year ended 30<sup>th</sup> September 2006, relating to controls exercised in the arrangements for joint appointments between the College and third-party organisations, and arrangements made for the secondment to the College of staff employed by third parties. The Committee noted a letter sent from the Establishment Manager to the College Secretary in response to this Management Letter with an accompanying draft proposal for a formal College procedure to cover arrangements for joint appointments and secondments. The Committee noted the Acting Secretary's report that at its meeting on 17<sup>th</sup> February 2005, in response to similar concerns raised by the College Auditors, the Committee had directed that the College's policy in relation to staff appointments should be reiterated such as to ensure that, in future, no appointment was made to any post (other than a strictly short-term post dictated by emergency circumstances) without the prior approval of the Personnel & Appointments Committee or such other group as might be authorised by the Board for this purpose and that all decisions relating to staff appointments were to be reported to the University Council and to the Board by way of Committee minute or otherwise and, such agreement notwithstanding, no appointment should be made, nor any contract entered upon in any case involving an appointment to be made jointly with a third party unless and until a formal agreement to the undertaking, in writing, were received by the College.

The Committee, in endorsing its earlier views in this matter, agreed that the Acting Secretary should communicate the content of this minute to the Senior Lecturer for transmission to the Heads' Committee, and that the proposed procedures for joint appointments and secondments should also be forwarded to the Heads' Committee for review at their next meeting.

**PAC 2006-07/ 62 Consequential Vacancies**

The Committee received and noted a memorandum from the Deputy Librarian, circulated, concerning the difficulties encountered by the Library in maintaining staffing levels arising from the requirement to revert to the Personnel & Appointments Committee for permission to fill consequential vacancies when appointments had been made from among the existing cohort of

Library staff, this difficulty being further compounded by the arrangement whereby the Committee now met monthly, and not fortnightly as heretofore. In view of the very extensive agenda for this meeting the Committee agreed that full consideration of the Deputy Librarian's memorandum should be deferred to the next meeting,

#### **PAC 2006-07/ 63 Personnel & Appointments Committee - Terms of Reference**

The Committee agreed that a review of its terms of reference should be deferred to the next meeting.

#### **PAC 2006-07/ 64 Application for Leave of Absence**

The Committee received and noted a submission from the Head of the School of Engineering, circulated, seeking permission for the granting of leave of absence to Dr. Alan Moore, Senior Lecturer in Electronic & Electrical Engineering. The Committee noted that a two-year leave of absence, spread over a period of four years and seven months, was proposed, and that Dr. Moore would reduce his salaried hours of work to 40%, with consequential decrease in salary, during this period, while maintaining full pension provision to his normal retirement date. The Committee agreed that leave of absence be granted in this case, on the terms proposed.

In reviewing this submission, the Senior Lecturer indicated that it would be timely to consider strategies for early retirement, in the light of a perceived willingness at national level to consider early retirement schemes.

#### **PAC 2006-07/ 65 Nominations for Appointment**

##### **(i) Visiting Professor**

The Committee received and noted a nomination from the Head of the School of Medicine, circulated, for an appointments as Visiting Professor. The Committee, having reviewed the accompanying *curriculum vitae* and noting that the nominee did not hold the rank of Professor in his home University, agreed that the nomination should proceed to the University Council under the title Visiting Academic, but that the School of Medicine should be at liberty to bring back to the Committee any additional information which it felt appropriate to support the proposal for a Visiting Professorship.

##### **(ii) Research Lecturers**

The Committee received and noted nominations, circulated, received from the Head of the School of Biochemistry & Immunology, proposing the appointment of two Research Fellows as Research Lecturers. The Committee agreed that consideration of this proposal should be deferred until the Report on Academic Titles had been received and considered.

#### **PAC 2006-07/ 66 Career Break**

##### **School of Computer Science & Statistics**

The Committee received and noted a submission from the Head of the School of Computer Science & Statistics, circulated, seeking permission for the granting of a Career Break of three

years' duration to Ms. Paula Roberts, Lecturer in Computer Science. The Committee approved the granting of Career Break in this case, noting that the Career Break would commence on 24<sup>th</sup> January 2007. The Committee further noted that no replacement action was proposed at the present time.

#### **PAC 2006-07/ 67 Unpaid Leave of Absence**

##### **(i) School of Engineering**

The Committee received and noted a submission from the Head of the School of Engineering, circulated, seeking permission for the granting of ten months' unpaid leave of absence to Mr. Shane Hunt, Senior Technician in Electronic & Electrical Engineering, this period of leave to commence on 1<sup>st</sup> September 2007 and terminate on 30<sup>th</sup> June 2008. The Committee approved the granting of leave of absence without pay in this case, and further approved the appointment of a Temporary Technician to replace Mr. Hunt during his period of leave.

##### **(ii) The Library**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission for the granting of unpaid leave of absence for a period of six months to Ms. Jane Smith. The Committee agreed that leave of absence without pay be granted for the period 1<sup>st</sup> January to 30<sup>th</sup> June 2007, and further agreed that a temporary Library Assistant be appointed to provide necessary cover during Ms. Smith's absence.

### **SECTION B**

No agenda items.

### **SECTION C**

#### **PAC 2006-07/ 68 Staff Appointments – Self-Financing**

##### **(i) School of Medicine**

###### **(a) Practice Co-Ordinator (1) and Regional Placement Facilitators (2) in Occupational Therapy**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to appoint a Practice Co-Ordinator and two Regional Placement Facilitators in Occupational Therapy. The Committee, noting that these new posts were to be funded in full by the Health Service Executive, and that a letter of commitment had been received from the HSE affirming the intention to fund these post on an ongoing, permanent basis, agreed that permanent appointments be made to these posts as proposed by the Head of School.

###### **(b) Senior Lecturer in Medical Education & Internal Medicine**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to appoint to a new Senior Lecturer/Consultant post in Medical Education & Internal Medicine. The Committee, noting that the appointment was to be funded in full by the HSE and the HEA as part of the programme of actions identified to implement the

key recommendations of the Fottrell and Buttimer reports, and that a formal letter of commitment in relation to the funding of the appointment had been received, agreed that this appointment should proceed.

**(ii) Obstetrics & Gynaecology – Executive Officer (Part-time)**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to extend for a period of one year the contract of a part-time Executive Officer in Obstetrics & Gynaecology. The Committee, noting that this appointment provided essential support to teaching staff and students in the Rotunda Hospital, that the appointment was funded in full from the non-EU student fee income accruing to the Medical School, and that an extension of contract in this case was in compliance with the provisions of the Protection of Employees (Fixed Term Work) Act 2003, agreed that the appointment be extended for one year.

**(iii) School of Linguistic, Speech & Communications Science – Executive Officer (Part-time), Centre for Deaf Studies**

The Committee received and noted a submission from the Head of the School of Linguistic, Speech & Communication Science, circulated, seeking permission to make a replacement appointment to the post of Executive Officer (three-fifths time). Noting that the Centre for Deaf Studies continued to receive dedicated funding from the HEA, and that a fixed-term contract was proposed, the Committee agreed that a replacement appointment be made on contract to 30<sup>th</sup> September 2008.

**(iv) The Library**

**(a) Conservation Technician**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to appoint a Conservation Technician on contract for a period of one year in replacement of a member of staff of the Conservation Department whose services had been sought on secondment by the National Museum of Ireland for a major restoration project. Noting that funds sufficient to support the undertaking had been committed by the National Museum, the Committee agreed that a replacement appointment be made.

**(b) Library Guards – Old Library**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to appoint two whole-time Library Guards in the Old Library, both to be on contract for the six-month period April-September 2007, to provide necessary services during the tourist season. The Committee, noting that both appointments were to be funded from tourist income accruing to the Old Library, agreed that two appointments be made as proposed.

### **(c) Digital Resources & Imaging Unit**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to appoint 3.5 staff in various Library grades to set up and maintain the Library's new digital resources and imaging service. The Committee, noting that these appointments were to be funded from self-financing activity in the Library, and that sufficient resources were available for the purpose, agreed that these appointments be made.

### **(d) Research Support System – Assistant Librarian and Data Entry**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to extend for a period of six months the contract of a Temporary Assistant Librarian Grade II, to facilitate the continued secondment of a member of the Library staff to work on the Research Support System, and to extend for six months the contract of a Data Entry secretary to continue the population of the Research Support System. The Committee, noting that funding to support these appointments had been approved by the Executive Officers, with 50% of the necessary funding to derive from the Estimates process for 2007 and the remaining 50% being provided from the Research Committee's budget, agreed that both contracts be extended for a period of six months.

### **PAC 2006-07/69 Other Business**

#### **(i) Strategic Staffing Plans**

##### **(a) Personnel & Appointments Committee response to Strategic Staffing Plans**

The Committee received and noted the report submitted to the Strategic Planning Taskforce on behalf of the Personnel & Appointments Committee following its review of Schools' Strategic Staffing Plans, circulated.

##### **(b) Schools' Strategic Staffing Plans**

The Vice-Provost advised the Committee that the Board, at its meeting on 12<sup>th</sup> December, had received and approved the recommendations of the Strategic Planning Taskforce relating to staff appointments for the year 2007/08. The Committee received formal applications in respect of the following appointments, tabled in view of the short time which had elapsed since the Board's decision, and agreed that these appointments should now proceed to advertisement in January 2007, the appointments to be permanent unless otherwise specified:

#### **School of Engineering**

Lecturer in Civil Engineering

#### **School of Histories & Humanities**

Senior Lecturer in Medieval History

Lecturer in Irish Studies (History)

Lecturer in Greek Literature & Philosophy

Walsh Family Lecturer in Classical History (3-year contract)

**School of Languages, Literatures & Cultural Studies**

Lecturer (Half-time) in Germanic Studies (3-year contract; €15,000 to derive from Provost’s Fund, with balance of funding to be provided by the disciplines within the School).

**School of Linguistic, Speech & Communication Science**

Lecturer in Applied Linguistics and Co-Ordinator of Language Modules

**School of Social Sciences & Philosophy**

Lecturer in Economics

Lecturer in Political Science

Lecturer in Migration Studies (Sociology)

Senior Lecturer in Ethnic & Racial Studies (extension of existing post from 66% time to whole-time).

**Religions & Theology**

Lecturer in New Testament/Early Christianity

**(c) School of Computer Science & Statistics – Executive Officer, Computer Science**

The Committee received and noted a memorandum from the Head of the School of Computer Science & Statistics, tabled, seeking permission to extend for a period of six months the contract of an Executive Officer in Computer Science. The Committee noted the Vice-Provost’s report that a proposal to create an Administrative Grade post at the expiry of the Executive Officer contract had been advanced in the School’s strategic staffing plan, but had not been approved; the Head of School had advised the Vice-Provost that the existing Executive Officer contract was to expire on 31<sup>st</sup> December 2006, leaving inadequate time to give one month’s notice and, in those circumstances, the Vice-Provost had been agreed that an application for a contract extension would be made to the next following Personnel & Appointments Committee. In the interim, it had become clear that the contract in this case would not expire until 31<sup>st</sup> January 2007. Ms. Leahy’s observation that there was no requirement to give notice in the case of a fixed-term contract reaching its expiry date was noted. Having considered these circumstances, and having reviewed the submission, and noting in particular the department’s need to organise and maintain its financial arrangements and records, the Committee agreed that the contract in this case should be extended for six months, as proposed by the Head of School.

**PAC 2006-07/ 70 Date of Next Meeting**

As the date of the current meeting had been adjusted to accommodate the College Open Day it was agreed that the next scheduled meeting, due to take place on 10<sup>th</sup> January 2007 should be deferred to Monday, 22<sup>nd</sup> January.

SIGNED.....

DATE.....

