

**UNIVERSITY OF DUBLIN
TRINITY COLLEGE**

PERSONNEL & APPOINTMENTS COMMITTEE

The Personnel & Appointments Committee met on Monday, 22nd January 2007 at 10.30 a.m. in the Board Room.

PRESENT: The Vice-Provost (Professor R.J. Byrne) (presiding); the Senior Lecturer (Professor C. Kearney); Professor N. Biggar; Mr. I. Mathews (Deputy Treasurer); Ms. P. Callaghan (Acting Academic Secretary); Mr. R. Keaveny

IN ATTENDANCE: Establishment Manager (Acting Secretary);

Apologies for absence were received from Dr. J.O. Jones, Professor G. Whyte, Ms. M. Leahy and the Recruitment Manager

PAC 2006-07/ 71 Minutes of last Meeting

The Minutes of a meeting of the Personnel & Appointments Committee held on 19th December 2006 were approved and signed, subject to the amendment of Minute PAC 2006-07/56 by the deletion of the words "accruing to the Research Committee" and their replacement by the words "from PRTLTI funds, research overheads, or a possible retirement", the revised sentence then to read: *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 PRTLTI funds, research overheads, or a possible retirement, 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.*

PAC 2006-07/ 72 Matters arising from the Minutes

A number of matters arising from the previous meeting were discussed and are recorded below. (PAC 2006-07/ 73 - PAC 2006-07/ 78 inclusive below)

PAC 2006-07/ 73 Conversion of Fixed-Term and Indefinite Duration Contracts to Permanent Appointments.

The Vice-Provost advised the Committee that the Executive Officers had received, reviewed and endorsed the recommendation of the Personnel & Appointments Committee that one Senior Lecturer in Biochemistry, currently engaged on a fixed-term contract, and one Lecturer in Education currently engaged on a contract of indefinite duration, be now appointed to permanent posts in accordance with the procedures prescribed for exceptional cases.

PAC 2006-07/ 74 Academic Titles

The Acting Secretary advised the Committee that one further and final meeting of the Working Party on Academic Titles had been requested by the Dean of Graduate Studies, prior to the completion of his report to the Heads' Committee. This meeting had been provisionally arranged to take place on 31st January 2007. The Acting Secretary further advised that she had approached the Dean of Graduate Studies to propose that, when the views of the Heads' Committee had been ascertained, he might make a presentation of the report to the Personnel & Appointments Committee.

PAC 2006-07/ 75 Revised Probationary Procedures for Academic Staff

The Acting Academic Secretary advised that a response from the Heads' Committee to the draft revised Probationary Review Procedures for Academic Staff would be available to the Personnel & Appointments Committee at its next meeting.

PAC 2006-07/ 76 Policy & Procedure Governing Leave of Absence

The Committee noted that no response had yet been received from the Heads' Committee to the report and recommendations of the sub-group of the Personnel & Appointments Committee which had reviewed the College's current policies and procedures governing leave of absence. The Acting Academic Secretary undertook to ascertain the current status of the Heads' response to the proposals contained in this document.

PAC 2006-07/ 77 School of Medicine – Lecturer in Immunology

The Acting Secretary reported that the proposal to convert a Medical Scientist post in Immunology to a Lectureship had now been incorporated into the Medical School's Strategic Staffing Plan.

PAC 2006-07/ 78 Faculty of Science – Temporary Executive Officer

The Acting Secretary reported that, following further consultation with the Faculty Office and with the Treasurer's Office the funds with which it was proposed to support the appointment of a Temporary Executive Officer had been identified, and that these funds were sufficient for the purpose proposed.

SECTION A

PAC 2006-07/ 79 Transfer to Permanent post from Fixed-Term Contract - School of Biochemistry & Immunology

The Committee received and noted a submission from the Head of the School of Biochemistry & Immunology, circulated, requesting the transfer of a named Senior Lecturer from a contract of indefinite duration to a permanent post. The Committee agreed that a full curriculum vitae should be submitted for review before a decision could be reached in this case and, noting that the appointment was funded in full from the HEA Expert Skills programme, which did not yet form part of the baseline of the College's State Grant, agreed that a formal assurance should be

sought from the Head of School that the School was both able and willing to support a permanent post in the event that the Expert Skills funding were to cease at any future date.

PAC 2006-07/ 80 Transfer to Contract of Indefinite Duration from Fixed-Term Contract

(i) School of Linguistic, Speech & Communications Science – Lecturer (Part-time) in Phonetics

The Committee received and noted a request from the Head of the School of Linguistic, Speech & Communication Science, circulated, for the transfer of a Lecturer (Part-time) from a fixed-term to an indefinite duration contract. The Committee noted the Acting Secretary's advice that a contract of indefinite duration was a legislative requirement in this case, where the permitted number of fixed-term contracts had now been exceeded. Noting that the appointment was funded from College income and that it was unlikely, therefore, that an objective reason for its termination would be identifiable, the Committee agreed that the School should be asked to decide whether a contract of indefinite duration was appropriate, or if a permanent part-time appointment was required in this case.

In the course of this discussion the Senior Lecturer queried the nature of the post, and invited the Committee to consider if the title Lecturer (Part-time) was appropriate to an appointment which contained no research component. The Vice-Provost, agreeing that there was a need to have a full consideration of titles, expressed the hope that some of these issues would become clearer when the report on Academic Titles had been received.

(ii) School of Languages, Literatures & Cultural Studies – German Language Instructor

The Committee received and noted a request from the Head of the School of Languages, Literatures & Cultural Studies, circulated, for the transfer of a German Language Instructor from a fixed-term contract to a contract of indefinite duration. The Committee noted the Acting Secretary's advice that a contract of indefinite duration was now legislatively required in this case. The Committee, agreeing that a contract of indefinite duration be issued to comply with the requirements of the Protection of Employees (Fixed Term Work) Act 2003, requested that, before the issuing of the contract, further information should be obtained on associated contractual matters including the title of the post and the proposed salary scale. In this latter connection the Committee noted the proposal contained in the submission that a salary scale be drawn up for this appointment, and invited the School to clarify its intention in this regard, noting that if the Lecturer scale were to be employed in this case then difficulties might arise at the Merit Bar. The Committee further noted that the appointment was currently funded from transfers from the Law School and from expansion monies associated with the programme in Computer Science, Linguistics & a Language, and that it was intended to phase out these transfers under the ARAM so that the full cost of the post would accrue to the budget for established staff in Germanic Studies. The Committee counseled strongly against this course of action in the context of the current transition phase of the ARAM, and agreed that the School be advised that the existing arrangements should continue until 100% ARAM rollout had been achieved.

PAC 2006-07/ 81 Emergency Fund

(i) Treasurer's Office – Executive Officers (2 posts)

The Committee received and noted submissions from the Deputy Treasurer, circulated, seeking allocations from the Emergency Fund to facilitate the appointment of two temporary Executive Officers, 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 two members staff in the area. The Committee agreed that an allocation of €10,000 should be made in each case to cover the cost of temporary replacement posts.

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

(ii) School of Medicine – Temporary Experimental Officer (Part-time), Obstetrics & Gynaecology

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking an allocation from the Emergency Fund to cover the costs associated with the appointment of a temporary part-time Experimental Officer during the absence, on Maternity Leave, of a member of the technical staff of the department. The Committee agreed that an allocation of €7,000 should be made to cover the essential replacement costs in this case.

PAC 2006-07/ 82 Staff Appointments – *Cista Communis* funded

(i) School of Social Sciences & Philosophy – Lecturer in Economics

The Committee received and noted a submission from the Head of the School of Social Sciences & Philosophy, circulated, seeking permission to appoint a permanent Lecturer in Economics. The Committee noted that a resignation from a permanent Lectureship had been received after the School's Strategic Staffing Plan for 2007/08 had been submitted and approved; the vacancy could not, therefore, have been incorporated into the staffing plan but the costs associated with the Lectureship were contained in the plan. The Committee agreed that a permanent replacement appointment be made in this case.

(ii) The Library – Library Assistants (Santry Book Repository (1 post) and Campus Bookstacks (1 post))

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to appoint two Library Assistants, one in the Santry Book Repository to replace a member of staff who had been appointed to a more senior post in the Library, the second to replace a member of staff in the Campus Bookstacks who had resigned while on a Career Break. The Committee agreed that a replacement appointment be made in each case, both posts to be permanent.

(iii) Director of Buildings Office

(a) Security Officer

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to make a permanent appointment to a post of Security Officer. The Committee noted that the appointment would replace the late Mr. Gerald Moules, who had died in December 2006, and agreed that a permanent replacement appointment should be made in this case.

(b) Fire Safety Officer

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 Fire Safety Officer which had fallen vacant in consequence of a resignation. Noting that the post was essential to the College's fire safety management programme, the Committee agreed that a permanent replacement appointment be made.

(c) Executive Officer

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to appoint a whole-time Executive Officer on contract of indefinite duration. The Committee noted that this was a new post, required to support the increased workload in the Director of Buildings Office in the areas of insurance, risk management, health and safety and capital projects, and that the Director of Buildings proposed to support the pay costs of the appointment from a combination of previously-agreed reduced working arrangements for existing staff, an increase in the baseline budget of the area consequent upon the transfer of insurance responsibilities from the Treasurer's Office, and the allocation of recurrent Nursing funds to the non-pay budget of the area. The Committee agreed that the requirement for this post had been demonstrated, but that a contract of indefinite duration was not appropriate in the context of the financial arrangements for the post. It was agreed that an Executive Officer be appointed on contract for a period of three years, and that the Director of Buildings should incorporate the case for an additional permanent post into the strategic staffing plan for the area when strategic staffing plans were prepared for Administrative areas.

(d) Craftpersons – Buildings Office

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to replace one Carpenter and one Electrician in the Buildings Office, to replace two members of staff who had retired in September 2006. The Committee, noting that immediate replacements had not been sought at the time of these retirements to allow for changes in work patterns in the Buildings Office, agreed that permanent replacement appointments should now be made.

(e) Groundsperson (Part-time) – St. James’s Hospital Campus

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to make a replacement appointment to the post of Groundsperson, Part-time, to maintain the grounds at the Trinity Centre at St. James’s Hospital. The Committee, noting that the appointment was to be filled on the basis of a 39-hour fortnight, and that the appointment would incur no additional costs, agreed that the post be filled on a permanent basis.

(iv) Treasurer’s Office – Administrative Officer

The Committee received and noted a submission from the Deputy Treasurer, circulated, seeking permission to make a replacement appointment to the post of Administrative Officer in the Student Fees Section of the Treasurer’s office. The Committee, noting that the post would fall vacant following a resignation, and that no additional costs would be incurred, agreed that a replacement appointment be made.

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

(v) Staff Office – Staff Relations Manager

The Committee received and noted a submission from the College Secretary, circulated, seeking permission to make a replacement appointment to the post of Staff Relations Manager. Noting that the post would fall vacant in early February 2007 in consequence of a resignation, and that no additional costs would be incurred, the Committee agreed that a replacement appointment be made.

(The Acting Secretary withdrew during consideration of this item of business)

PAC 2006-07/ 82 Application for Leave of Absence

The Committee received and noted a submission from the Dean of Health Sciences, circulated, seeking approval for the granting of leave of absence in the following case:

Professor Cecily Begley – Trinity Tern 2007.

The Committee agreed in principle that leave of absence should be granted for the academic undertakings specified but, noting that this was the first occasion on which leave of absence had been sought by a Head of School, agreed that further information should be sought on the arrangements proposed for the management of the School during the period of leave, which would coincide with requirements relating to ARAM out-turns, strategic staffing plans for 2008/09 and the examination period. The Committee agreed that assurances should also be sought in relation to the academic leadership of the School during the proposed period of leave.

PAC 2006-07/ 83 Nominations for Appointment - Visiting Professors

The Committee received and noted a nomination from the Head of the School of Business proposing an appointment as Visiting Professor, circulated. The Committee, having reviewed the accompanying *curriculum vitae*, agreed to recommend to the University Council that the following be appointed as Visiting Professor for the period specified:

Louise Fitzgerald, B.A. (Manchester); Ph.D (Manchester) for a period of four months commencing on 1st April and terminating on 31st July 2007

The Committee received and noted a nomination from the Head of the School of Linguistic, Speech & Communication Science proposing an appointment as Visiting Professor. The Committee, noting that the candidate in this case was to be a Visiting Fulbright Scholar, agreed that a nomination in that title should proceed directly to the University Council in the usual way and that, if the nominee held a Professorship in their home University then the matter of a Visiting Professorship should be brought back to the Committee for further review.

PAC 2006-07/ 84 Unpaid Leave of Absence

(i) 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. Sinead Cunningham. The Committee agreed that leave of absence without pay be granted for the period 1st January to 30th June 2007, and further agreed that a temporary Library Assistant be appointed to provide necessary cover during Ms. Cunningham's absence.

PAC 2006-07/ 85 Personnel & Appointments Committee - Terms of Reference

The Committee reviewed its terms of reference, noting that the existing terms of reference had been reformatted so as to standardise them with the terms of reference of other Principal Committees of the Board. The Committee approved the revised format, as presented, and agreed that the following additional amendments should be made:

- (i) Clause 4.6: Staff Relations. Amend the first sentence by the deletion of the words "and develop", the revised sentence to read "*to review policies for recommendation to the University Council and the Board in regard to (a) Joint Consultative and Negotiation Procedures (b) Disciplinary Procedures (c) Grievance Procedures.*"
- (ii) Clause 4.6 (d). (Leave of Absence). Amend this clause by the deletion of the words "and from which recommendation will be made in respect of the granting of leave to the University Council an/or the Board, as appropriate", replacing these words with "*and by which such applications are determined.*"

The Committee noted that in relation to the amendment at (ii) above it would be necessary to seek from the University Council a devolution of the powers conferred upon the Council under the Statutes in the matter of the granting of leave of absence.

The Committee noted the Vice-Provost's observation that a root and branch review of the College's Committee structure would be conducted during the forthcoming months.

PAC 2006-07/ 86 Consequential Vacancies

The Committee received and noted a memorandum from the Deputy Librarian detailing the difficulties encountered in the Library in maintaining a full level of staffing, with resulting pressure on remaining staff and an ultimate reduction in service levels, in consequence of the requirement that each vacancy should be submitted to the Personnel & Appointments Committee for authorisation as it arose, and that no applications for the filling of possible consequential vacancies arising in the Library from the filling of the approved post by internal competition were entertained. The Deputy Librarian indicated that this difficulty had been exacerbated by the decision that the Personnel & Appointments Committee would meet monthly, rather than fortnightly as had hitherto been the case. The Committee noted that a large number of temporary posts occurred in the Library related to backfilling for permanent members of staff on secondment to Library duties other than their own, career breaks, maternity leave and other special unpaid leave. Having regard to these circumstances, the Committee agreed that within the categories of Library Assistant and Library Guard, and where temporary replacement appointments were proposed, the Library might request, and could expect to receive, permission for the filling of any consequential vacancies provided always that this intention was made plain in the submission made to the Committee. The Committee agreed that this arrangement should operate for the year 2006/07 and should be kept under review.

The Acting Academic Secretary indicated that similar problems in relating to the maintenance of staffing levels arose in the case of Executive Officers in administrative areas, where delays in receiving permission for the filling of consequential vacancies were a cause of real hardship and were costly if there was an absolute requirement for the engagement of temporary agency staff. The Deputy Treasurer, agreeing with the Acting Academic Secretary, indicated that there was a need for a pragmatic view to ensure that full staffing levels were maintained.

SECTION B

No agenda items.

SECTION C

PAC 2006-07/ 87 Staff Appointments – Self-Financing

(i) School of Medicine

(a) Executive Officer, Trinity Centre, AMiNCH

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to appoint a full-time Executive Officer to support student administration at the Trinity Centre at Tallaght Hospital. The Committee noted that the post had, hitherto, been filled on a part-time basis and that, following the resignation of the incumbent of the part-time position, the School had determined that increased activity associated with clinical placements and curricular change now made a full-time appointment necessary. Noting that the appointment was to be made on contract for a period of three years and was to be funded

from non-EU student fee income accruing to the benefit of the Medical School, and being assured that funding was available for this purpose, the Committee agreed that the appointment should proceed as proposed.

(b) Executive Officer, Psychiatry

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to appoint an Executive Officer to support the Chair of Psychiatry at Tallaght Hospital. The Committee noted that the appointment formed part of the start-up arrangements agreed for the new Chair of Psychiatry, and that the appointment was to be funded in full for the first three years from non-EU student fee income accruing to the benefit of the School of Medicine. The Committee further noted that at the end of this three-year period the costs associated with this post were to transfer in full by the Hospital. The Committee agreed that the appointment be made as proposed.

(c) Lecturer/Registrar in Pharmacology & Therapeutics

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 Pharmacology & Therapeutics. Noting that the appointment was to be funded in full from non-EU student fee income accruing to the Medical School, and that an appointment of one year's duration was proposed, the Committee agreed that a replacement appointment be made.

(ii) The Library

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to appoint a Library Assistant on contract from January 2007 to August 2009 to work on the retrospective cataloguing of material in the Old Library. The Committee, noting that this project was supported by the Mellon Foundation and other external donors, and that the salary costs of this appointment were to be met in full from these external sources, agreed that a Library Assistant be engaged on contract for the period proposed.

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

The Committee noted the advice of the Acting Secretary that the Head of School had requested that his submission seeking to replace an Executive Officer on the self-financing BIT programme be withdrawn.

PAC 2006-07/ 88 Strategic Staffing Plans

(i) School of Medicine – Strategic Staffing Plan 2006/07 and 2007/08

The Committee received and noted the Strategic Staffing Plan from the Medical School for the years 2006/07 and 2007/08, and further noted that its earlier, general, comments on this plan had been communicated to the Strategic Planning Taskforce. The Committee noted the Vice-Provost's report that an initial review of the Plan had been conducted by the Strategic Planning Taskforce and that a special meeting of the Resource Management Committee had been convened

to take place on 22nd January for consideration of the staffing proposals. The Strategic Planning Taskforce would then meet again on 23rd January to agree a final schedule of appointments for submission to the Board for approval at its meeting on 31st January.

(ii) Modifications to School's Strategic Staffing Plans

The Vice-Provost advised the Committee that in the course of feed-back to Heads of School certain refinements to the Strategic Staffing Plans approved by the Board on the advice of the Strategic Planning Taskforce had been identified, as follows:

(a) School of Chemistry

The Committee noted that a lectureship in Chemistry contained in the plan for 2007/08 and approved for filling in conjunction with CRANN had, in fact, been submitted in the plan for staffing on 2006/07 and was currently at advertisement. As prior approval had been obtained, the post would now proceed to interview on the basis of the original approval.

(b) School of Engineering

The Committee noted that the Head of the School of Engineering had expressed a wish to exchange the approved post of Chief Technician in Mechanical & Manufacturing Engineering, approved in the plan, for a permanent post of School Administrative Officer. Noting that no additional costs would arise as a result of this transfer, the Committee raised no objection to this proposal.

(c) School of Mathematics

The Committee noted that the Head of the School of Mathematics had raised certain contractual undertakings which he had received at the time of his appointment which related to the filling of vacancies arising from retirements. Further information on this matter was currently being pursued, and would be brought before the Committee at an early date.

(iii) Schools' Strategic Staffing Plans

The Committee received formal applications, circulated, in respect of the following appointments, all of which had been contained in the Schools' Strategic Staffing Plans as approved by the Board on 12th December 2006, and agreed that these appointments should now proceed to advertisement, the appointments to be permanent unless otherwise specified:

(a) School of Languages, Literatures & Cultural Studies

Lecturer in Modern Irish (for new Moderatorship in Irish Studies)

(b) School of Nursing & Midwifery

Lecturers/Senior Lecturers (4 posts) in Intellectual Disability

Clinical Tutors – ¾-time (9 months annually) (9 posts)

Events Organiser (Administrative Grade II)

Assistant Allocations Officer (Administrative Grade III/II)

Administrative Officer (Timetables) (Administrative Grade III/II)

- 2 Administrative Officers (Administrative Grade II)
- 3 Executive Officers (replacing staff currently on fixed-term contracts)

PAC 2006-07/ 89 Strategic Innovation Fund - Appointments

The Committee received and noted a submission from the Acting Academic Secretary, circulated, seeking permission to make six Administrative appointments, as follows:

- 1 SIF Administrator (Senior Lecturer's Area); 1 Administrator (Senior Lecturer's Area); 1 Administrator (Graduate Studies Office, Senior Lecturer's Area); 3 HR Generalists, Staff Office.

The Committee noted that these appointments were to be funded in full from the College's successful bid for project funding from the Strategic Innovation Fund, and agreed that these appointments should proceed as proposed. The Committee noted that future mainstreaming of the activity to be supported from the allocated SIF funding would require a mainstreaming of the College's funding arrangements.

PAC 2006-07/ 90 Date of Next Meeting

The Committee agreed to meet again on Wednesday, 7th February 2007 at 10.30 a.m. in the Board Room.

SIGNED.....

DATE.....