

**UNIVERSITY OF DUBLIN
TRINITY COLLEGE
HUMAN RESOURCES COMMITTEE**

The Human Resources Committee met on Thursday 31 October 2013 at 11am in the Board Room.

PRESENT: Professor Henry Rice (Chair), Mr Dermot Frost (Board nominee), Professor James Quinn (Head of School of Business), Ms Patricia Callaghan (Academic Secretary), Professor John Walsh (Equality Committee Representative), Professor Clive Williams (Dean of Faculty of Engineering, Mathematics and Science), Professor Hilary Biehler (Head of School of Law), Mr Peter Donohue BMG (External Representative), Ms Janet Byrne (Financial Services Division) and the Director of Human Resources (Mr Tony McMahon)

APOLOGIES: Professor Linda Hogan (Vice-Provost) Mr Tom Lenehan (Students Union President) Professor Patrick Geoghegan (Senior Lecturer)

In attendance: Ms Lorraine Shiels, HR, Mr Ken O'Doherty, Staff Relations Manager (for item HRC 2012-2013/53)

Items for specific Board attention are denoted XXX

HRC 2012-2013/50 Minutes of last Meeting

The minutes of the meeting held on 13 May 2013 were approved and signed.

HRC 2012-2013/51 Matters Arising from the Minutes

Adjunct Teaching Fellow Title

It was reported to the Committee that there were some anecdotal suggestions that the title of Adjunct Teaching Fellow was being used for individuals in conjunction with onerous workload expectation.. The Committee clarified that the adjunct title was intended to be used for practice based positions with responsibilities which may extend beyond teaching but did not carry the full range of duties and responsibilities of say an Assistant Professor post.

Allowances for Tutors.

Clarification was sought as to whether College was losing Tutors as a result of the removal of allowances. The Director of HR advised that there were no reports of such losses. The issue of allowances had been ongoing for a number of years and the Senior Tutor continued to engage with Tutors on the issue and they appeared to be comfortable with the situation to date. It was also noted that the Vice Provost had reported to Board on this matter and the issue of pay and allowance did not seem to be a major influencing factor.

XXX HRC 2012-2013/23 Working Group on the Merit Bar

The Director of HR reported to the HR Committee on the progress of the working group established to develop a policy to address cases of persistent failure to progress beyond the Merit Bar. The Working Group considered a report from the Junior Academic Progression Committee on this matter and their clear view that failure to engage with the process was essentially a disciplinary matter and should be dealt with in accordance with College Disciplinary Procedures. In light of this the Working Group formulated a policy / procedure to be adopted to address the issue of persistent failure to pass or engage with the Merit Bar review. The Director of HR outlined this proposal to the Committee as follows:

Human Resources will identify those candidates who are required to submit to the JAPC for review. They will write to each individual outlining the process and explaining that it is a College Requirement and that failure to submit will be deemed a breach of College Procedures and will be a matter for the College Disciplinary Procedures. (Post 2015 grace period)

Human Resources will write to the candidates Head of School advising that they should engage with the Assistant Professor concerned to explain the requirements and to establish the reasons for failure to present or re-present for review.

Thereafter the following steps will apply:

- (a) Those indicating a willingness to present or re-present should be supported and advised by the Head of School or Discipline in preparing their submission for the Committee.*
- (b) If the candidate should present for Review and fail to meet the standard required to pass the Merit Bar then it is the responsibility of the Head of School to put in place a programme for improvement and to present to the Dean formally and in writing the details of such programme, with an affirmation that this programme had been agreed between the Head of School and the Assistant Professor concerned. This programme may include the option of mentoring either within the Discipline or through the HR Staff Development Programme. The JAPC should also be formally advised of the improvement plan.*
- (c) If the candidate is unwilling to engage with the Review Process, they should be advised by the Head of School that this is an absolute requirement and failure to submit may leave them liable to sanction under the College Disciplinary Procedures. They should be made aware that support and advice will be provided to them in preparing their submission. If the candidate is still unwilling to engage they should be required to put the reasons for their decision in writing to the Head of School.*
- (d) The Head of School must advise the JAPC of the decision of any Assistant Professor not to present for review. The JAPC has the discretion to consider exceptional individual cases and make a determination. In all other cases the College Disciplinary Procedures will be initiated by the Head of School.*

The Proposal was supported by the HR Committee with the following amendments. It should be the responsibility of the Head of School to engage with the candidate in the first instance with consultation as appropriate or necessary with the Head of Discipline. It is also the responsibility of the Head of School to initiate the College Disciplinary Procedures, if necessary. The Head of Discipline should advise the Head of School on any Performance Improvement Plan or decision of the candidate not to make a submission who will then report to the Dean and JAPC as appropriate.

The Committee also discussed the type of sanction which might be imposed should the matter become a disciplinary issue. While it was not possible to comment on the likely outcome of any particular procedure, the Committee noted that the procedures allowed for a range of sanctions up to and including dismissal. However the Committee stressed that the aim of the policy is to make it clear to candidates that it is a College requirement to submit to the JAPC for review and to encourage engagement with the process and offer support and advice to those who come forward for review. It is only intended that the procedures would be invoked in cases of wilful and/or persistent failure to engage with the review process. The focus for these candidates, who present but are unsuccessful, will be developmental and supportive in the first instance. The Committee also noted the requirement for appropriate notification to staff to ensure clarity in relation to the potential disciplinary implications of failure to present.

The Policy was approved subject to the amendments outlined above and for implementation in 2014/15. The Chairman thanked the Working Group for their effort.

XXX HRC 2012 – 2013/ 05 Joint Working Group on Associated Staff

The Director of HR presented the final report of the Joint Working Group on Associated Staff to the HR Committee. (The full report is attached as appendix (i))

The Joint Working Group on Associated Staff was established by the Human Resource Committee to consider how best to facilitate honorary adjunct and emeritus and retired academic (including research) staff who wish to continue to contribute to College.

The membership of the Joint Working Group (JWG) is: Director of HR, Chair of the HR Committee, Professor Crawford Gribben, Professor Derek Sullivan, Professor Melanie Bouroche and Ms Janet Byrne

The JWG considered how best to facilitate honorary, adjunct, and emeritus academic (including research) staff who wish to do so / continue to contribute to College's mission including by publishing research, supervising research students, participating in Centres and Trinity Research Institutes, and developing research funding proposals and other activities.

The JWG agreed that the status of honorary, adjunct, and emeritus and retired academic (including research) staff must be consistent with the Council and Board approved Academic Titles.

As part of their discussions the JWG also considered the decision of Board regarding the title of Professor Emeritus and the possible extension of this title and these views were reported back to the HR Committee to be considered as part of their discussions on this matter.

In addition the Committee reviewed the privileges and entitlements that extend to these categories. The Committee are not proposing any new arrangements and support the current matrix of entitlements for retired staff. The Committee noted that while the issue of office / work space is an ongoing difficulty in College, where there is a contractual arrangement to provide space, this must be facilitated. In all other cases there is no entitlement to provide office space. Likewise in the context of offers available to staff from College commercial services, it will be a policy matter for each service (e.g. staff membership of sports centre etc,) if these arrangements are extended to retired or associated staff.

In relation to Associated Staff, the JWG are clear that there should be no new titles and that all appointments must comply with the College criteria for Adjunct appointments. For proposed appointments that do not hold an academic appointment from another area the JWG set out criteria that it is expected that the candidate can demonstrate in their CV.

In relation to Student Supervision, the JWG do not expect that associated staff would normally have prime responsibility for student supervision and this would only arise in the most exceptional circumstances and would require approval from the Dean of Graduate Studies.

It is the view of the JWG that in specific circumstances it should be possible to consider payment to associated staff, but only in the context of existing regulations / financial policy and Research Funding Agencies Procedures. If College wish to appoint with pay then we must be clear that the Research Fund allows for this or other non exchequer monies are available to fund the appointment. There are a number of restrictions imposed by the HEA must be adhered to in relation to retired staff and former public service staff who have availed of a severance package. Providing payment to associated staff provides an opportunity to enhance the capability of College and may in some circumstances result in a marginal revenue yield to College. However it is important that sustainable non exchequer sources are identified from the outset with respect to the funding arrangements and this will need to be considered in detail at the implementation stage.

In relation to Medical Staff, the JWG concluded that this is a broader issue that was not within its scope to address but which would merit separate consideration.

The working group feel that the foregoing arrangements provide a positive opportunity and facility for associates to get more involved in the business of College, and that in terms of research opportunity, this could be promulgated through TR&I industry engagement strategy, and communicated to research external stakeholders generally through dissemination through the Research Committee.

The Committee discussed the issue of engaging with a wider range of groups and developing these peoples and allowing them to belong to the College Community. In relation to retired staff members the question was raised in the funding was available could they be paid. The Director of HR reiterated that there were limits imposed by the HEA through the ECF on how much could be paid to retired staff and that this was in exceptional circumstances. The view of the HEA is that we should be creating a space for new employees rather than enhancing the income of retired staff. In relation to PG student supervision, the Committee suggested amending section C to make it clear that if retired staff remain on they cannot continue to be a principle supervisor and they will be a co- supervisor.

The Chairman proposed that the JWG Report represented a good start in addressing the issues.

The Committee accepted the report – subject to the amendment outlined above and thanked the Joint Working Group for their contribution.

HRC 2012-2013/25 Professor Emeritus Title

HRC 2012-2013/42 Adjunct Teaching Fellow Title

The Director of HR advised the Committee that the *Academic Titles in Trinity College Dublin* document had been updated to include the titles of Professor Emeritus and Adjunct Teaching Fellow and the revised document was now available on the College website along with Guidance notes for Nomination for Appointment and Visitor ID Forms.

HRC 2012-2013/43 Procedures for the Filling of Professorial Posts

The Director of HR reported to the Committee that the proposed procedures had now been approved by Council and Board and was now being implemented. He also reported that following consultation with the Provost, the Selection Committee would now be constituted as an ad hoc committee of Council and would therefore act as Council for the interview. This eliminates the separate Council Interview and the Selection Committee will notify Council of their decision.

It was suggested that this should provide for more in depth interviews by the Selection Committee and it was agreed that this should now be possible as the requirement to build in time for Council had now been removed.

HRC 2012-2013/44 HR Strategy – Excelling Together

The Director of HR reported that the HR Strategy – Excelling Together had been approved by Board and was now at implementation stage. It was intended that the Strategy would be formally published before the end of term noting recent board discussions on the matter.

XXX HRC 2012 – 2013/52 PSA – Haddington Road Agreement

The Staff Relations Manager was invited to update on the current status of the Haddington Road Agreement.

On 28 June 2013 the College received direction from the Department of Education and Skills to implement the adjustments in pay and related matters with effect from 1st July 2013 in accordance with the Financial Emergency Measures in the Public Interest Act 2013 (FEMPI) and the relevant provisions of the Haddington Road Agreement.

The terms of FEMPI were to apply without modification to staff in grades not covered by the Haddington Road Agreement.

At that time, only SIPTU and the College Craft Group of Unions had signed up to the Haddington Road Agreement. On the 27th June, the Director of HR had issued a communication to all staff setting out the implementation measures to be applied from 1st July which included:

- pay reductions for those on salaries in excess of €65K (FEMPI)
- pensions adjustments for retirees (FEMPI)
- increment freezes under FEMPI and increment pauses under the HRA
- an additional 2hrs 15mins per week for administrative and library grades
- adjustments in overtime arrangements for support staff

At the end of July, UNITE confirmed their sign up to the Haddington Road Agreement. The main change for Unite members was the increase in weekly working hours of 2hrs 15mins for Technical staff. This was communicated to the College community along with clarification on the revised College standard office hours (9-5.30 Mon to Thurs and 9-5 on Friday).

IFUT signed up to the Agreement on 23rd September, which meant that all staff in the College were now covered by the Haddington Road Agreement. The subsequent HR communication confirmed the changes for academic staff which included:

- an additional 78 hours per annum to be deployed through each School's workload allocation model
- 25% reduction in the Exam Allowance
- implementation of incremental progression in the December 2013 pay run

CID

The Haddington Road Agreement provides for a process to consider and report on the level of fixed-term/part-time employment in lecturing with a view to considering the earlier granting of CID status – after 3 years worked instead of 4. The universities, through the IUA, are awaiting the establishment of the proposed Expert Group which will be specifically established to consider this.

Increments and Balancing Measures

A DES communication is imminent in relation to the implementation of Section 2.24 and 2.25 of the Agreement. This relates to staff members on the final point on their incremental scale and with salaries between €35K and €65K who may have an option to accept a reduction in their annual leave entitlement over an equivalent salary deduction.

Implementation Issues

Implementation issues should be worked through with any concerned staff member(s) in accordance with the commitment under the Agreement to maximise the capacity to accommodate staff issues in so far as possible.

Under the Agreement, staff may opt to remain on their current hours with appropriate pay adjustments (salary, pension, leave etc...) for a period. HR can assist with any implementation difficulties Heads/Managers may encounter.

Reporting Requirements

As with previous national agreements there is a requirement for public sector employers to report on the implementation of the provisions of the agreement. The DES will be particularly interested in reports on how the additional hours have been utilised.

The issue of revised business opening hours was discussed as an aspect of the agreement that had required attention, but the Committee was advised that no significant difficulties had been reported with the implementation across College.

The Chair thanked the Staff Relations Manager for his contribution noting that the entire college workforce was now operating within the parameters of the agreement.

The Director of HR reported to the HR Committee that the above review had now been initiated by the Administrative, Library Staff Review Committee (ALSRC). For the information of the HR Committee he outlined progress on the process to date.

During 2012, 17 of the 24 School Administrator post holders applied for promotion, through the College's internal promotions and review process. The Review Committee considered each application, and while their conclusion was to decline the application in each case, the diversity of material presented by the applicants led the Committee to conclude that the College should review the position of School Administrator having regard to the issues that the Committee observed

The Steering Group for this project had been established Chaired by Professor John McGilp and the members are Professor Margaret O'Mahony, Professor John Saeed, Ms Trish Callaghan, Ms Louise Power, Professor Mary McCarron, supported by Ms Lorraine Shiels from HR.

A number of meetings have taken place and external consultants have been appointed to facilitate the review. A series of meetings – group and one to one are now planned with the stakeholders.

There was a brief discussion on the sensitivities involved in carrying out this type of review particularly ensuring that all the stakeholders' viewpoints and concerns were considered. It was noted that that the correct reporting procedure was to ensure that the Steering Committee report back to the ALSRC to ensure that all views were represented in any reporting process.

HRC 2012-2013/54 Director of Human Resources' Report

The Director of HR reported on the following items:

Employment Control Framework (ECF) – College had been notified in June of the HEA directive of a headcount target of 1667 fte by 31 December 2013. This represents a reduction of 44 full time equivalents (fte) on the December 2012 figure. This is a challenging target made even more difficult by the fact that notification was only received half way through the year. The Planning group have overall responsibility for delivering on this target and have requested the Strategic Staffing Sub Group (SSSG) to oversee the management of the reduction on a monthly basis. The target reduction has been prorated across the three Faculties and the Central COO area based on percentage of December 2012 headcount in each area.

All staffing approval are now reviewed on a monthly basis by SSSG in line with the HEA target. As of the last meeting we are approx 8/9 ftes short of the target. Some of these savings have been achieved by non replacement or deferral of replacement of unexpected leavers. Therefore some of these deferrals will come back into the headcount in 2014. However it is possible that we will face further reductions in 2014 and we have yet to determine the impact of the recent budget or Irelands exit from the EU bail out mechanism on government policy on public service employment levels and its consequent implications for College.

College, through correspondence to HEA , set on the record the difficulty in meeting target and dissatisfaction with the notification time frame of the target reduction, highlighting the timeline for planning recruitment cycles for the academic year and the absence of options of normal flexibilities open to other employers – in light of the provisions on job security included in the PSA and the refusal of an early retirement scheme.

HR Department, Resourcing / Structure– The Director of HR presented a chart of the new HR Organisation Structure and advised of the recent appointment of Ms Aveen Batt to head up the area of Resourcing & organisational Development. It is planned to appoint the HR Services Manger early in 2014. These new posts were approved as part of the HR Strategy – Excelling Together.

Promotions – HR would be bringing proposals to Board before the end of the year in relation to College Promotions Procedures for 2013/2014. There were a couple of issues to be addressed

which would impact on the timings of any reviews. It would be preferable to have concluded the School Administrators Review before the ALSRC made a call for promotions. Likewise there had been a number of successful Academic ad hoc appeals which would require a revisit of documented procedures. In addition we need to consider the College finances and the ECF which imposes restrictions on levels of promotions.

Staffing Approval Process - In the context of the establishment of the new Academic, Commercial and Financial Divisions, it will be necessary to review the current Staffing approval process and the relevance of the Senior Administrative Management Group (SAMG) endorsement of current COO staffing decisions in the new organisation structure. We need to review how the approval process will operate for each division. Once the divisions have the necessary resources in place they will assume responsibility for the approval process. However an interim arrangement is also required to allow for this transition. He advised that he may revert to the Committee before the next scheduled HRC meeting in this regard.

HRC 2012-2013/55 Policy on Signed Contracts

Following a recommendation of Internal Audit, HR are proposing a new policy for management of situations where a signed contract of employment is not in place before a new staff member is set up on the payroll system.

The Committee approved the introduction of the new policy.

HRC 2012-2013/56 Changes to Parental Leave Policy

Following recent changes in the Parental Leave legislation the College Policy has been amended to include an increase from 14 to 18 weeks parental leave per child and to reflect the right of the parent to request changed working hours or patterns for a set period of time on return to work. In addition the Director of HR recommended that we increase the upper age limit from 8 to 13 years in line with Civil Service arrangements.

The Committee approved the amendments to the Parental Leave Policy

HRC 2012-2013/57 Incremental Progression for Executive Officer grade from 9th to 10th point

The current Secretarial & Executive Staff Review Committee procedures prescribe that the progress from the 9th to the 10th point is subject to confirmation by the Head of Department that performance is satisfactory. This requirement has now been superseded by the 2011 protocol by which Heads of School or Areas are required to authorise all eligible staff for incremental progression. It is therefore proposed that this requirement be removed from the procedures with the caveat that in any case where progression from the 9th to the 10th point is not recommended that a more comprehensive report of the reasons should be sought by the Secretarial & Executive Staff Review Committee.

The Committee approved the amendments to the Secretarial & Executive Staff Review Committee Procedures.

HRC 2012-2013/58 Composition of Selection Committee for Chief Technical Officer.

Following a review of the composition of the selection committee for the Chief Technical Officer (CTO) grades, we have noted that under the current criteria when recruiting for a Chief Technical Officer 2, the Chief Technical Officer 1 in the recruiting School is not eligible to sit as a member of the selection committee. Therefore it is proposed that the requirement for a Chief Technical Officer from another school, be replaced by a Chief Technical Officer 1 in the selection committees for Chief Technical Officer posts.

HRC 2012-2013/59 Equality Committee Minutes

Professor Walsh reported on the minutes of the Equality Committee and in particular brought two issues to the attention of the Committee.

Accessibility: There were still reports that inappropriate fonts were being used in teaching materials – such as handouts and slides. The Equality Committee will continue to raise this issue to ensure that College conforms to the requirement to use accessible fonts.

Integer Report – WISER had taken the lead on this report on gender equality at the various grades among academic staff. The report showed that women are well represented at the junior grades this declined sharply at senior grades and fellowships. Where women came forward for interview for promotion they were often successful but fewer women than men apply for promotion.

The Committee discussed the findings and agreed that College need to consider ways in which to address the imbalance and encourage and support women in the workplace. The Committee asked if any similar studies had been carried out in relation to Administrative staff in College.

HRC 2012-2013/60 Any Other Business

Maternity Leave Cover

It was reported that the policy of non replacement of staff on maternity leave was a serious issue placing increased pressure on Schools and Areas and in some cases forcing doubling of work load for individuals before they depart on Maternity Leave and for their colleagues during their absence. This was a particularly difficult in small Schools or Areas where there is little or no capacity to absorb the increased work load within existing resources.

The Director of HR agreed that this was causing difficulties in some areas. Where areas had alternative sources of funding available it was possible to provide some cover however most areas that relied on exchequer funding did not have capacity within the budget to replace a staff member on paid maternity leave remained in the headcount as there is no flexibility within ECF to allow for this situation.

The Committee discussed whether it would be possible to re introduce the concept of a central fund from which maternity cover could be funded. It was agreed that the policy needed to be re-examined.

Action: Director of HR to review current policy on replacement during maternity leave.

HRC 2012-2013/61 Date of Next Meeting

The next meeting of the HR Committee will take place on Thursday 20 February 2014

SIGNED: _____

DATE: _____

Joint Working Group on Associated Staff

Final Report

The Joint Working Group on Associated Staff was established in February 2012 (HRC2011-12/31) by the Human Resource Committee to consider how best to facilitate honorary adjunct and emeritus academic (including research) staff who wish to continue to contribute to College in terms of research, publications, supervision of students etc.

Membership: Director of HR, Chair of the HR Committee, Professor Crawford Gribben, Professor Derek Sullivan, Dr Melanie Bourroche and Ms Janet Byrne

A. Emeritus Title

Further to the recent decision of Board regarding the title of Professor Emeritus the Working Group discussed the possible extension of the emeritus title to other academic grades. Following a detailed discussion the views of the Working Group are as follows:

1. The introduction of the title “Professor Emeritus” should proceed in the first instance with a view to considering if there are standout cases that warrant its extension to other academic grades.
2. The Director of HR to advised of the numbers of academic staff retiring, thereby becoming eligible at each grade, on the basis of the trend in recent years.

Year	Professor	Associate Professor/Senior Lecturer	Assistant Professor / Lecturer	Total
Actual				
2008	1	14	4	19
2009	3	10	4	17
2010	2	12	6	20
2011	6	9	8	23
2012	4	7	3	14
Eligible				
2014	4	7	6	17

3. It is the view of the Working Group that the broad criteria for awarding the title should be that the individual who wishes to be awarded the title is outwardly representing the College and at a minimum should have a standout national reputation or international reputation in their particular field of expertise.

The Working Group agreed to consider how best to facilitate honorary, adjunct, and emeritus academic (including research) staff who wish to do so / continue to contribute to College's mission including by publishing research, supervising research students, participating in Centres and Trinity Research Institutes, and developing research funding proposals

The Working Group agreed that the status of honorary, adjunct, and emeritus academic (including research) staff must be consistent with the Council and Board approved Academic Titles

B. Privileges

The Working Group supported the current matrix of entitlements for retired staff.

- Fellow Emeritus – Full Library borrowing privileges / E-mail / no voting rights
- Retired Academics - access to the Library facilities but no borrowing privileges / e-mail account requires current ID card / no voting rights
- Adjunct Associated Staff – Access to the Library facilities and borrowing privileges will be determined by ID card / e-mail account. This will be determined by Title in CORE HR / assume no voting rights
- Professor Emeritus – this title carries no privileges.

There is no entitlement to office space unless there is a statutory entitlement or an employment contract imperative to provide such space.

Whether retired staff are to be considered as staff in the context of offers available to staff from College commercial services, will be a policy matter for each service e.g. staff membership of sports centre, etc.

TCD email for Life is a privilege for retired members of staff. This service can be withdrawn from an individual on instruction from the College Secretary or the Director of information Systems and Service

C. Associated staff

College has significant collaborations and relationships with industry and other institutions and the Working Group considered how best to facilitate their involvement with and contribution to College.

Criteria that Heads of School might wish to consider prior to the appointment of Adjunct research PI / Co-PI

All appointments are subject to College policy in relation to the criteria for adjunct appointment. For proposed adjunct staff who do not have an academic appointment in another institution, where we wish to appoint them for research work, it is expected that they can demonstrate:

- Previous success with grant applications / developing research funding proposals, or
- Management/leadership of research projects/ teams or R&D effort, or
- Experience and expertise in patenting/innovation activity,
- Recognition through honours or awards.

Associated staff will not be the lead student supervisor or the holder of a grant¹. While associate staff may be involved in these activities the management responsibility falls to the Head of School.

The Graduate Studies Office Systems do not currently flag if someone is a supervisor nearing retirement. The Principal Supervisor continues to supervise their PG students until retirement date and thereafter with the agreement of the Head of School, they may be adjusted to Adjunct Supervisor. Another member of staff of the Discipline will become the Principal Supervisor of these PG students.

D. Salaries

The Working Group proposed that salary matters be reviewed in the context of the enactment of the Single Public Service Pension Scheme (SPSPS) and recent DEPR directions in relation to “one person one job”.

The Working Group considered whether to pay “associated staff” and agreed to do so in line with existing arrangements (i.e. at present, remuneration for buy-backs cannot proceed until College receives HEA approval for the post) – and also agreed to consider the source of research grant funding i.e. SFI do not pay a salary to PI but pay for support staff whereas ERC do pay salary. If staff are to be paid from a research grant that this must be with the full agreement of the research funding sponsor.

Proposed payment for Associated Staff that are Research Adjunct e.g. PI / Co-PI on a project that will yield funding for College will be appointed to an Adjunct title in line with the Academic Titles document.

¹ In exceptional cases, where a case exists that this is required, approval should be sought from the Faculty Dean.

Remuneration of Associated Staff with Adjunct Title – to determine whether they are paid or unpaid :

Research Adjunct staff will be paid if they are PI / Co-PI on a research grant that yields funding for College and covers the cost of their PI / Co-PI salary (up to the maximum of their category: (i) retiring or retired TCD academic staff will be paid on a buy-back basis of 20% less 10% of their actual salary on retirement up to maximum of 20% of full-time. (ii) External retiring or retired persons will be given the appropriate adjunct title – both those previously employed in the public sector or not, will be remunerated pro-rata to the first point of the relevant salary scale, schedule 1 (which is non pensionable) up to maximum of 20% of full-time. (iii) Certain Retired Public Sector staff (e.g. staff that retired under 2009 ISER or HSE VERI) are precluded from being re-engaged by any Irish Public Sector body for remuneration).

In the event that Research Adjunct staff are PI / Co-PI on a research grant that yields funding for College but does not cover the cost of the PI/Co-PI salary (e.g. SFI award)– a salary pro-rata to the first point of the relevant salary scale, schedule 1 (which is non pensionable) up to maximum of 20% of full-time will be paid by the School from non-exchequer funding. N.B. Salary will only be paid by agreement of the School where it can be demonstrated that the associated member is earning (through the research award) marginal revenue for College.

Associated Staff with Honorary Titles will not be remunerated – This is in line with the Academic Titles document.

Associated Staff with Emeritus Titles will not be remunerated

The issue of associated medical staff is a broader issue that the Working group did not feel was within its scope to address, but which would merit separate consideration.

Implementation

The working group feel that the foregoing arrangements provide a positive opportunity and facility for associates to get more involved in the business of College, and that in terms of research opportunity, this could be promulgated through TR&I industry engagement strategy, and communicated to research external stakeholders generally through dissemination through the Research Committee.