



## HRC 25<sup>th</sup> May 2015 – DRAFT MINUTES

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

A meeting of the Human Resources Committee was held on Monday, 25<sup>th</sup> May, 2015 at 09.00am in the Board Room, House 1.

**PRESENT:** Mr Dermot Frost (Chair), Professor Linda Hogan (Vice-Provost/Chief Academic Officer), Ms Louise Ryan (Deputy Chief Financial Officer), Professor David Ditchburn (Head of School of Histories and Humanities), Professor Eoin O’Sullivan (Head of School of Social Work and Social Policy), Ms Patricia Callaghan (Academic Secretary), Professor Gillian Martin (Senior Lecturer), Ms Sinead Mac Bride (Equality Committee Representative) and Ms Aveen Batt (Deputy Director of Human Resources).

**APOLOGIES:** Professor Clive Williams (Dean of Faculty of Engineering, Mathematics and Science), Mr Sean O’Driscoll (Interim Director of Human Resources), Mr Peter Donohoe (External Representative) and Mr Domhnall Mc Glacken-Byrne (Student Union President)

**IN ATTENDANCE:** Ms Joanne Smith (Human Resources) for all items  
Mr Donal Moore (Faculty HR Partner - Health Sciences) for item 38

**NOTE:** Professor Linda Hogan (Vice-Provost/Chief Academic Officer) was only present for item 37

**Items for specific Board attention are denoted XXX**

### Section A

**XXX HRC/14-15/35 Minutes of last Meeting**  
The minutes of the meeting held on 23<sup>rd</sup> April 2015 were approved and signed.

**HRC/14-15/36 Matters Arising from the Minutes**

#### **Alcohol Policy**

The Equality Committee representative confirmed that she and the Assistant College Secretary met with the Employee Relations Team in relation to the draft alcohol policy. A risk assessment was carried out on the first draft and it has been agreed that the policy needs to be condensed to a principles based document. A final version will be brought back to the HR committee in October.

### **Professional, Administrative and Support Appointments – Contract Type**

The Chair reported to the committee that he raised this item at Board. No changes were agreed by Board and the protocol is still in operation.

The committee reiterated their concerns that this change had not been presented as a change in policy to the committee as would normally be the case for employment related policies. There is still a lack of clarity by the committee on who this actually applies too – what grades of staff and whether it is applicable across all Faculties and Divisions.

The Deputy Director of HR confirmed that HR was instructed to apply this practice to all support roles in all Faculties and Divisions.

**ACTION: The HR Committee request that a formal paper is brought to the committee on this item providing full details of this new procedure. It should also be noted for the record that it is highly unusual for the HR Committee to request such a paper and that all employment related policies should be presented to the committee in the first instance.**

### **HRC/14-15/37**

#### **Proposal for a Tenure-Track System for Entry-Level Academics**

The Vice-Provost/Chief Academic Officer presented the proposal on the establishment of a Tenure Track system for entry level academics. An overview of the paper was provided and some of the key issues that have already been highlighted by other Groups who have reviewed the paper were outlined.

Following questions from the committee, the Vice-Provost/Chief Academic Officer provided the following responses:

- Ideally this new system would be implemented during 2015/2016 and applied to the new Ussher Programme in the first instance.
- This new system would not apply retrospectively and a dual process would be maintained.
- The conversion process for existing Academic Staff on fixed term contracts would remain but will phase out in due course.
- Any academic contracts outside this process would be on a Specific Purpose basis.
- A comprehensive and transparent recruitment campaign is envisaged with a call going out between December and March.
- Expectation at recruitment stage that all academic's recruited to a Tenure Track position will secure Tenure.

Concerns were raised by the committee in relation to resources, mentoring and professional development. The Vice-Provost/Chief Academic Officer acknowledged these concerns and advised that this was something that would be considered as part of this proposal.

The Vice-Provost/Chief Academic Officer concluded the discussion by thanking the committee for their comments, confirmed the next steps and advised that it is envisaged that a final proposal will be agreed and confirmed by September.

**XXX HRC/14-15/38 Proposed Changes to Clinical Titles**

The Faculty HR Partner for Health Sciences presented a paper outlining proposed changes to the Clinical Titles. The recommended changes are endorsed by the Dean of Health Sciences and supported by the Interim Director of HR. In summary the requested changes are as follows:

- Introduction of a new title: Clinical Associate Professor in line with other Universities in Ireland including UCD and NUIG.
- Amendment to the criteria for Clinical Senior Lecturer: Clinical Senior Lecturers are “usually, but not always,” hospital based staff and to insert the word “usually” before the reference to “unremunerated”

A query was raised by the committee in relation to the use of the old titles such as Lecturer and not Assistant Professor. The Faculty HR Partner advised that he was not sure why the Clinical Titles were not updated in 2012 in line with the new College Titles and agreed to seek clarification on this and revert to the committee with an explanation.

**ACTION: HR Partner to seek clarification and circulate explanation to the committee for comment/objection.**

Following a query from the Chair, the HR Partner confirmed that both the faculty and professional bodies were satisfied with the suggested changes to the titles so on that basis the Chair agreed with the committee to approve the proposed changes to go forward to Board.

**ACTION: HR Partner to circulate explanation as requested above and if no objection, the revised Clinical Titles will be sent forward to Board for approval.**

**XXX HRC/14-15/39 HR Strategy**

The Deputy Director of Human Resources presented the formal written HR Strategy document to the committee for their comments and/or approval. The committee approved the written version of the HR Strategy with no suggested amendments to the content.

The Chair advised the Deputy Director of HR that a Risk Assessment Document should be attached to the Strategy when it goes forward to Board.

**ACTION: HR Strategy document to go forward to Board for approval.**

**Section B**

**HRC/14-15/40 Terms of Reference for the Human Resources Committee**

Following a request from the Registrar to update the HR Committee Terms of Reference, the Chair presented an updated version to the committee for review and approval. The committee approved the suggested changes.

**ACTION: Updated Terms of Reference to go forward to the Registrar and Board.**

HRC/14-15/41

**Any Other Business**

**Role of the Recruitment Officer** (*HRC Meeting: 26/11/2014 Item: HRC/14-15/5 and HRC Meeting 05/02/2015 Item: HRC/14-15/18*)

The Academic Secretary raised this item again on behalf of the School Administrators. This group is not supportive of the proposal to remove the HR Representative from interview panels and the expectation that the School Administrators should take up this duty instead.

The Deputy Director of HR clarified that it was never the intention that the School Administrators would take up this role on the interview panels. She also confirmed that the new process has been fully implemented in the Divisions and that it is still on a case by case basis in the Schools where the Dean of the Faculty can decide whether or not a HR representative is required on an interview panel.

The Academic Secretary commented that it is simply not feasible to introduce this new practice within existing resources.

The Deputy Director of HR suggested that we may have to proceed with a dual approach whereby Schools can opt to have a HR Representative on their selection committee or they can opt to go ahead without.

It should be noted that if a HR Representative is required to sit on interview panels, then it will result in delays in the recruitment process and a possible requirement to reintroduce a queue system.

**ACTION: Deputy Director of HR to revert to the Chief Operating Officer to advise that this change recommended by START cannot be implemented across the entire University.**

**Committee Members End of Term**

The Chair of the committee acknowledged and thanked Prof Clive Williams (Dean of Faculty of Engineering, Maths and Science), Mr Sean O’Driscoll (Interim Director of Human Resources) and Mr Domhnall Mc Glacken-Byrne (Student Union President) who membership was concluding this year.

HRC/14-15/42

**Date of Next Meeting**

The next meeting of the Human Resources Committee is scheduled for Thursday 22<sup>nd</sup> October 2015 from 11am – 1pm in the Board Room, House 1.

**SIGNED:** .....

**DATE:** .....