



**Trinity College Dublin
The University of Dublin**

Draft Minutes of the Human Resources Committee

Friday, 11th May 2018 at 4pm – 4.15pm

Board Room, West Theatre, University Campus

PRESENT: Prof. Richard Timoney (Chair), Ms. Antoinette Quinn (Director of Human Resources), Ms. Orla Sheehan (Vice Provost / Chief Academic Officer's nominee), Ms. Patricia Callaghan (Academic Secretary), Prof. Catherine Comiskey (nominee of the Dean of the Faculty of Health Sciences), Prof. Anne Fitzpatrick (nominee of the Dean of the Faculty of Arts, Histories and Social Sciences), Ms. Stephanie Farrell (Board nominee) and Ms. Gwen Turner (nominee of the Chief Operating Officer)

APOLOGIES: Prof. Gillian Martin (Senior Lecturer), Ms. Áine Mulcahy (Chief Financial Officer's nominee) Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences), Mr. Peter Donohoe (External Representative), Ms. Sinead Mac Bride (Equality Committee Representative) and Mr. Kevin Keane (Student Union President)

IN ATTENDANCE: Ms. Cora Mullins (Human Resources) for all items

Items for specific Board attention are denoted XXX

Section B

XXX HRC/17-18/15 Removal of Amendments made to the Revised Senior Academic Promotions Procedure

Further to the meeting on 12th April 2018, the committee were advised that the Senior Dean informed Human Resources that, further to a conversation with the Provost, he confirmed that it is premature to include the word "normally" in the procedures applying to the promotional appeals process.

The Human Resources Committee noted and approved the deletion of the word normally from 11.6 of the Senior Academic Promotions Procedure as follows:

“The Appeals Committee shall determine its own procedures and its decision shall be final. The Appeals Committee shall not normally conduct hearings.”

With the word “normally” removed, section 11.6, it now reads -

“The Appeals Committee shall determine its own procedures and its decision shall be final. The Appeals Committee shall not conduct hearings.”

The committee were also advised that the Provost had informed Human Resources that amendments to the Senior Academic Promotions Procedure are not within the scope of the Human Resources Committee and must be sent to the Secretary, for consideration by Board.

The Human Resources Committee noted and approved the removal of the following amendments to the Senior Academic Promotions Procedure which were previously approved at their meeting on 12th April 2018 and recorded in the minutes of the 12th April 2018:

1. Removal of Amendments to Appendix 1 - Examples of Scoring Methodology, pages 13 – 15

- (i) Professor Of, the scoring range in the categories of Service to College and Engagement with Discipline/Society was amended to the correct values.
- (ii) Professor In, the scoring range in the category of Research and Scholarship category was amended to the correct values.

2. Removal of Amendment to Appendix 4 – Definitions, page 21

- (i) The sentence *“Publications related to the conduct of pro bono consulting activities”* was amended to *“Publications related to the conduct of consulting activities”*.
- (ii) The sentence *“See Appendix 6 on Promotions Protocol for Creative Arts Practitioners”* was added under the definitions section for research.

3. Removal of the Addition of Appendix 6 - Promotions Protocol for Creative Arts Practitioners, page 25

- (i) The full text contained within appendix 6 of the new Senior Academic Promotions Procedure was added.

ACTION: A memorandum from the Vice-Provost/CAO and the Director of Human Resources on amendments 1 – 3 above will go to the next Board meeting on 23rd May 2018 for their consideration. This will be done independent of the Human Resources Committee minutes.

The Revised Senior Academic Promotions Procedure, incorporating the proposed amendments will accompany the memorandum and with the word 'normally' removed from section 11.6.

Signed:

Date: