Induction Programme

Eimear Leonard, HR Partner (CSD) and Louise Power, Learning & Development Manager
Introduction

**Purpose:**
- Induction Programme for new starters.
- Academic/Divisional structures.
- Vision and Strategy.
- Board and Council.
- HR.
- Health and Safety.

**Structure:**
Presentation/discussion
Introduce yourself
(your area; your role).
When did you start?
Are you a Manager?
What has gone well so far?
What has not gone so well?
Trinity Staff at a Glance (May 2017)

- **136** Technical
- **850** Academic
- **113** Library
- **391** Support
- **806** Research
- **911** Admin
- **3,207** Total Employees
Trinity Students at a Glance (2014/15)

12,068
Undergraduate

16,228
Total Students

4,160
Postgraduate
The Provost is the chief officer of the University, and the chief accounting officer under the Universities Act, 1997.
Vice-Provost / Chief Academic Officer

Professor Chris Morash

The Vice-Provost is the Chief Academic Officer of Trinity. Overall responsibility for education and research in Trinity Coordinates:

• Strategic Planning
• Quality Assurance and Improvement
• Academic Staffing
Academic Structure

The University has a 3-Faculty structure with 24 Schools:

• **Arts, Humanities & Social Sciences**
  
  Dean of Faculty: Professor Darryl Jones  
  12 Schools  
  FAHSS – FTE: 533  

• **Engineering, Mathematics & Science**
  
  Dean of Faculty: Professor Vinny Cahill  
  8 Schools  
  FEMS – FTE: 1,051  

• **Health Sciences**
  
  Dean of Faculty: Professor Mary McCarron  
  4 Schools  
  FHS – FTE: 575
Division Structure

The University has 3 Divisions:

• **Academic Services Division**
  
  Vice Provost: Prof. Chris Morash
  
  FTE: 250

• **Corporate Services Division**
  
  Chief Operating Officer: Ms. Geraldine Ruane
  
  FTE: 729

• **Financial Services Division**
  
  Chief Financial Officer: Mr. Ian Mathews
  
  FTE: 68
# Faculties and Schools

## Faculty of Arts, Humanities and Social Sciences
- Business
- Drama, Film and Music
- Education
- English
- Histories and Humanities
- Languages, Literatures and Cultural Studies
- Law
- Linguistics, Speech and Communication Sciences
- Psychology
- Social Sciences and Philosophy
- Social Work and Social Policy
- Confederal School of Religious, Peace Studies and Theology

## Faculty of Engineering, Mathematics and Science
- Biochemistry and Immunology
- Chemistry
- Computer Science and Statistics
- Engineering
- Genetics and Microbiology
- Mathematics
- Natural Sciences
- Physics

## Faculty of Health Sciences
- Dental Science
- Nursing and Midwifery
- Pharmacy and Pharmaceutical Sciences
- Medicine
Divisions

**Academic Services Division**
- Library
- Trinity Teaching & Learning
- Academic Secretariat
- Trinity Access Programmes
- Careers Advisory Service
- Centre for Academic Practice & e-Learning
- Trinity Research & Innovation
- Science Gallery
- Office of the Vice Provost
- Senior Tutor’s Office

**Corporate Services Division**
- Commercial Revenue Unit
- IT Services
- Estates and Facilities
- Human Resources
- Academic Registry
- Project Management Office
- Student Support Services
  - Student Counselling
  - Health Centre
  - Day Nursery
  - Sports Centre
  - Disability Service

**Financial Services Division**
- Accounts Payable/Receivable
- Financial Resources and Planning
- Management Information Systems
- Procurement, Taxation, Projects administration
Faculty & Division Management

Faculty Deans & Chief Officers have:
- Overall authority for budgets allocated to Schools/Divisions, strategic planning and staffing.
- Members of Executive Officer Group, chaired by Provost

Each Faculty/Division have the following:
- Finance Partner
- HR Partner
- Faculty Administrator/Division Administrator
Strategic Plan 2014-19: Vision

As a university of global consequence, we will be known for realizing student potential and for research and scholarship that benefits Ireland and the world.
Strategic Plan 2014-19: 
Mission

We provide a liberal environment where independence of thought is highly valued and where all are encouraged to achieve their full potential. We will:

- Encompass an ever more diverse student community, providing a distinctive education based on academic excellence and a transformative student experience;
- Undertake research at the frontiers of disciplines, spurring on the development of new interdisciplinary fields and making a catalyzing impact on local innovation and on addressing global challenges; and
- Fearlessly engage in actions that advance the cause of a pluralistic, just, and sustainable society.
Strategic Plan 2014-19: Goals

01 Strengthen Community
02 Promote Student Life
03 Renew the Trinity Education
04 Activate Talents
05 Build Valuable Partnerships
06 Research for Impact
07 Engage Wider Society
08 Demonstrate Institutional Leadership
09 Secure Trinity’s Future
Strategic Plan Highlights

- Increase student enrolments from outside EU from 7.8% to 18% and online learners from 0 to 1,000 within five years.
- Trinity Education Project.
- Talent Acquisition and Development.
- Capital projects: Trinity Business School and Innovation and Entrepreneurship Hub; E3 Institute for Engineering, Energy and Environment
- New Student Residences
- 60% non-exchequer budget by 2019.
Board and University Council

**Board**
- The Board is the governing authority of the University and is responsible for overall management of College, including its financial affairs. The Chairperson of Board is the Provost.

**University Council**
- The University Council is the academic council of College, and subject to financial constraints, is responsible for College's academic affairs including curriculum development and academic appointments. The Provost is the Chairperson of Council.
Principal Committees of Board

- Audit Committee
- Equality Committee
- Finance Committee
- Library and Information Policy Committee
- Human Resources Committee
- Quality Committee
- Safety Committee
- Estates Policy Committee
- Coiste na Gaeilge
- Coiste na Gaeilge (English)
## College Officers

Full Profiles: [http://www.tcd.ie/provost/college-officers/annual/](http://www.tcd.ie/provost/college-officers/annual/)

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Provost and Chief Academic Officer</td>
<td>Professor Chris Morash</td>
</tr>
<tr>
<td>Bursar &amp; Director of Strategic Innovation</td>
<td>Professor Veronica Campbell</td>
</tr>
<tr>
<td>Registrar</td>
<td>Professor Paula Murphy</td>
</tr>
<tr>
<td>Dean &amp; Vice-President for Research</td>
<td>Professor John Boland</td>
</tr>
<tr>
<td>Dean of Graduate Studies</td>
<td>Professor Neville Cox</td>
</tr>
<tr>
<td>Associate Dean for Online Education</td>
<td>Dr Tim Savage</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>Professor Gillian Martin</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Professor Kevin O'Kelly</td>
</tr>
<tr>
<td>Senior Tutor</td>
<td>Professor Aidan Seery</td>
</tr>
<tr>
<td>Community Liaison Officer</td>
<td>Professor Ciaran Brady</td>
</tr>
</tbody>
</table>
College Officers continued:

Senior Dean, Professor Brian McGing
Junior Dean, Professor Tim Trimble
Senior Proctor, Professor Werner Blau
Junior Proctor, Professor Richard Timoney
Public Orator, Professor Anna Chahoud
Associate Dean of Research, Professor Martina Hennessy
Associate Dean of Research, Professor Peter Gallagher
Associate Vice-President for Global Relations/Dean of Development, Professor Gerard McHugh
Associate Dean of Undergraduate Science Education, Professor Kevin Mitchell
Legislation

- A summary of key pieces of legislation can be found at the following link: [http://www.tcd.ie/about/legislation/summary/](http://www.tcd.ie/about/legislation/summary/)

University Policies

- A summary of key policies can be found at the following link: [http://www.tcd.ie/about/policies/summary/](http://www.tcd.ie/about/policies/summary/)

HR Policies

- All HR policies are available at the following link:
  - [https://www.tcd.ie/hr/az/](https://www.tcd.ie/hr/az/)
# Your Learning and Development Opportunities

## Face to Face Learning
- Induction
- Learning Catalogue – series of 1 day courses – Personal and Professional courses and Wellness sessions

## YourHR & YourTRINITY
- Pensions; Career Supports; Payslip & Deductions; Work Life balance
- YourTRINITY 4th October 2017, Exam Hall

## Online Learning
- Lynda.com – CSD pilot
- Professional Skills for Research Leaders
- Vitae for Research staff

## Academic
- Academic Master Classes
- Centre for Academic Practice and Student Learning lunchtime sessions
- Special Purpose Certificate in Academic Practice

## Mentoring and Coaching
- Academic Early Career Mentoring and Momentum Programmes
- Professional Administrative and Technical Staff
- Research Staff – a proposed programme is being looked in to

## Supports
- Fee Remission
- Study and Exam Leave
- Unpaid Leave and Shorter Working Year

**Rules apply**
<table>
<thead>
<tr>
<th><strong>Naming convention</strong></th>
<th>The University should be referred to as ‘Trinity College Dublin, the University of Dublin’ on all documentation the first time it is mentioned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The short version ‘Trinity’ should be used in documents thereafter</td>
</tr>
<tr>
<td></td>
<td>Researchers and Authors should refer to ‘Trinity College Dublin’ as their primary institutional affiliation and/or address in submissions for rankings purposes</td>
</tr>
<tr>
<td></td>
<td>The preference is that we refer to ourselves externally as a ‘university’ rather than a ‘college’ in all documentation</td>
</tr>
</tbody>
</table>
Trinity Identity Initiative

Email signature

- There is a standard approved email signature for all Trinity staff, which can be downloaded at https://www.tcd.ie/identity/email/

Business Cards

- There is a standard approved template for Trinity business cards, which can be ordered through our print supplier Custodian Consultancy. All details are available at https://www.tcd.ie/identity/stationery/
Visual Identity

Approved Trinity logos are available to download as high-resolution jpegs from tcd.ie/identity

Any manipulation of these logos, removal of wording or isolation of the shield is strictly forbidden. Details of the approved use of each logo is available at tcd.ie/identity

Vector files (.eps) may be requested via email at identity@tcd.ie

Any queries surrounding Trinity’s identity policy should be sent to identity@tcd.ie

Further details can be found at the following link: https://www.tcd.ie/local/identity/visual-identity/
Human Resources
HR Service Centre

Dedicated Service to deal with all employment-related queries from staff, including prospective and former staff

Resolve as many queries as possible at first point of contact

FAQs & user-friendly HR A-Z section on website
- Includes pay dates
- Probation & Promotion Information
- Benefits
- Learning & Development
- Employee Assistance

Also, HR Partners located in Faculties and Divisions to provide strategic HR advice

Drop by House 4
Tel: 896 3333
Email: hr@tcd.ie
Open through lunchtime!
Dedicated Front-Line Staff
Website www.tcd.ie/hr

HUMAN RESOURCES
House 4, Trinity College, Dublin 2
T: +353 1 896 3333
W: www.tcd.ie/hr
Mon-Thurs 09.00-17.30
Friday 09.00-17.00
HR Service Desk Model

01 896 3333
hr@tcd.ie
Drop-in Callers

HR Service Desk

Escalate to appropriate Department
Range of HR Services

- Faculty & Area Support
- Recruitment & Contracts
- Payroll
- Pensions
- Probation/Promotions
- Learning & Development
- HRIS
- Staff Relations
- HR Information CORE
- Organisation Development/Change
- Staff/Workforce Planning

HR Service Centre
HR Structures

HR Partner

Partnering with the Divisions/Faculties

HR Service Centre
- Recruitment & Contracts
- Payroll
- Organisation Development/Change
- Pensions
- Staff Relations
- Probation/Promotions
- CORE/HRIS
- Learning & Development
Welcome to the Trinity vacancies page

To identify a specific vacancy please enter your criteria below and click on 'Search'.

To view a complete list of our current vacancies please click on 'Search' without entering any criteria.

In order to apply for a vacancy or to view your application history you must login.

If you are applying to Trinity College Dublin, the University of Dublin for the first time please click on 'New Users'. You may find it useful to download our user guide available in the menu on the left-hand side of the screen.

If you are a Trinity employee and this is your first time using E-Recruitment you must register as a New User.

If you are a current member of staff please login prior to searching to ensure that you have access to all vacancies.

If you are a member of the University staff then register and login with your Trinity e-mail address in the form username@tcd.ie, e.g. jbloggs@tcd.ie and not jbloggs@tcd.ie, as failure to do so may result in internal applicants not being able to see all vacancies.

If you are an external applicant your e-mail address will have to be confirmed before you can use the site. This is done by means of a temporary password being sent to your Trinity e-mail account. You will need to log in with this password to activate your account.

Please note unsolicited applications from Recruitment Agencies are not encouraged and will be disregarded.

Search by Competition Type
Search by Department
Keyword Search?
Search text in the Job Title or Job Description.

Search
Induction for new employees

Induction sessions are run every 2 months.

Meet with Manager/Head of Area or designated person on the first day.

Please review the Induction Booklet http://www.tcd.ie/hr/assets/pdf/trinity-staff-induction-booklet-updated.pdf

Importance of discussing probation process in 1st week and setting objectives.
Probation - Administration Staff

The probation period is an essential part of the recruitment and selection process setting a defined period of time during which the suitability of employment is assessed by the Line Manager and the employee.

The College’s standard probation period is 12 months.

Initial Review should be completed within the first 4 months of employment, the Final Review completed within 9 months.

Following the review meeting the Probation Review Form should be completed and signed by both parties.

Manager should forward the signed review form to Human Resources within 5 working days of the review meeting.

Further information can be found at the following link: http://www.tcd.ie/hr/our-services/probations-promotion/probation/
Probation – Academic Staff

The probation period is an essential part of the recruitment and selection process setting a defined period of time during which the suitability of employment is assessed by the Head of Department/Head of School and the employee.

Probation periods for Academic staff are as per the individual’s contract.

In general, Academic Probation for Assistant Professors is 4 years, with an initial review in the first 12 months.
Probation

The employee’s final review form will include a record of any actions and one of three possible recommendations:

- a) Confirmation of appointment.
- b) Extension of Probation.
- c) Termination of appointment.
Sickness

Certified Sick Leave

- Where an employee is absent on continuous sick leave of more than 2 days, a medical certificate must be provided to their Manager/Head.
- The maximum number of days allowable without medical certification may not exceed seven working days over a rolling two year period.
- Any employee who is absent due to illness must notify, their Manager/Head in person, by telephone, on the first day of absence.
- A maximum of 3 months (65 working days) on full pay in a year
- Followed by a maximum of 3 months (65 working days) on half pay
- Subject to a maximum of 6 months (130 working days) paid sick leave in a rolling four year period
- All employees must complete 13 weeks continuous service in order to be eligible for sick pay.
Sickness

PRSI Arrangements (Social Welfare Payments)

• Social Welfare Certificate must be completed and submitted by the employee to the Department of Social Protection after a period of 6 consecutive days (1 week) of sick leave.
• Illness benefits must be submitted in full to the University if the employee is in receipt of sick pay.
• http://www.tcd.ie/hr/assets/pdf/procedure33-sickleave.pdf
The Employee Relations team provides best practice HR advice and assistance to managers and staff on all aspects of Employee Relations including HR policies and procedures, terms and conditions of employment, and the management of change.

The team also administers and advises on: Workplace Change, Absenteeism, Employee Assistance Programme, Occupational Health Service, Grievance, Discipline, Dignity and Respect.

Email address: hr@tcd.ie
Employee Assistance Programme

Services Offered:

- 5 Face to Face Counselling sessions.
- Telephone counselling – where practical and suitable for the issue at hand.

Contacting the Service to make appointments:

- Telephone 01 6761363 during office hours 9am-5pm. Counselling appointments are available from 8am to 8pm Monday to Friday and from 8am to 12 noon on Saturdays.
- Email: office@clanwilliam.ie - Website: http://www.clanwilliam.ie/

https://www.tcd.ie/hr/staff-wellbeing/employee-assistance/index.php
Pensions

Pensions website: https://www.tcd.ie/hr/our-services/pensions/

You will find up-to-date general information on the College’s Pension Schemes with links to relevant documentation.

3 Pension schemes: Master Scheme, Model Scheme, Single Scheme

Check the Pensions News Section for any important pension updates.

Contact the Pensions Office Team at pensions@tcd.ie
Payroll Services

CorePortal – Employee Self Service Portal to access Payslips, P60’s, change address etc.

The Employer Registration Number for Trinity is 0053370I.

Paper payslips are no longer being issued for staff on the standard monthly payroll. You can access your payslip online via CorePortal: https://hrservices.tcd.ie/pls/coreportal_live.

If you require assistance with CorePortal, please email hrsupport@tcd.ie
Common Questions

When do I get paid?
• 20^{th} of the month or every Thursday depending on contract.

How is my probation managed?
• As per slide discussed above.

What benefits do I have?
• Induction booklet/staff schemes.

If I have a problem who will help me?
• Line Manager/ HR Service Centre.

How do I get parking on campus?
• Estates and Facilities
Staff Schemes - Induction booklet

- Bike to work.
- Shorter Working Year Scheme.
- Payslips – online.
- Employee self service – online.
- Support for education.
- Travel pass Tax saver scheme – July and October.
- Defined Benefit Pension Scheme.
- Parking/weekend parking.
- Crèche.
- College Health service.
- Health insurance.
Diversity, Inclusion and Equality
Diversity and Inclusion

Diversity Statement

- https://www.tcd.ie/diversity-inclusion/
- You can have legitimate high expectations of the campus environment that you will experience,
- You all have a role to play – from being yourself, through adhering to ‘rules’, to calling out behaviour/practice that is not acceptable,
- Supports and services are in place to ensure that policies become reality,
- Trinity has a strategic commitment to diversity and inclusion. Diversity is not an ‘initiative’ or a ‘project’; it is an ongoing core process.
Equality is a key element of Trinity's strategic goals, as described in the Strategic Plan 2014-2019:

"Commitments to equality and diversity are values on which Trinity’s excellence relies. To this end we are committed to creating an inclusive, diverse and pluralist college community and a positive environment in which all can participate, and all are recognized fully for their contributions. We are committed on all equality grounds to protecting staff and students from discrimination and to ensuring that diversity is promoted and celebrated."
 Equality Initiatives

An LGBT Staff Network was launched in February 2016 and further details are available from Joel McKeever and/or Eimear Leonard (lgbtstaff@tcd.ie).

Details of Trinity’s Equality initiatives can be found at the following link: http://www.tcd.ie/equality/

Staff on Interview Panels are required to complete LEAD training: https://www.tcd.ie/equality/projects/LEAD.php
Health and Safety
When you start

• Know your exit routes

• Familiarise yourself with the Fire Equipment
  • Break Glass Units
  • Fire Extinguishers

• Know the Emergency Procedures
• First Aid / Medical Assistance
• Department Safety Statement
Nationwide Emergency Numbers
112 or 999

For Emergency Services on Campus (Ambulance, Fire or Police) or in the event of gas leaks, chemical spills, serious injuries etc. report to Supervisor or use Campus Emergency number

On Campus Emergency Number 1999
(01 896 1999 from mobile)
Personal Security

City Centre campus – Be alert

- CCTV on campus and Surrounding Areas

Risk of theft of personal belongings

- Laptops, phones, wallet, purse

Park bicycles in visible, secure, public areas or bicycle parks

- Use a good lock
Questions?
Library Services for College Staff

Siobhán Dunne
Head of Teaching, Research & User Experience.

25th May 2017
The Library Manifesto

Moral
- We have a moral responsibility to the future generations of Ireland to develop students’ full potential and advance research that benefits Ireland and the world.

Intellectual
- We have an intellectual responsibility to create the current and future library in this revolutionary and disruptive time of educational, technological and information change.

Cultural
- We have a cultural responsibility to steward world-heritage items entrusted to our care.

Social
- We have a social responsibility to make the library spaces welcoming, safe, individual and community places that reflect different and changing styles of learning, teaching and research.

Statutory
- We have a statutory responsibility for legal deposit on behalf of Ireland.

Financial
- We have a financial responsibility to contribute to the knowledge economy, nationally and globally.

Professional
- We have a professional responsibility to develop our own skills and talents to be able to achieve the above.
Where are we?

- Hamilton
- Ussher
- Berkeley
- Lecky
- Old Library
- Stearne

1937 RR

St. James’s Hospital
ORIENTATION TOURS (Oct 2016)

- Undergraduate - 3,288 students
- Postgraduate - 581 students
- Trinity Access Programme
- Mature Students
- Semester Start Up
- Irish language
Library Services for Research & Teaching

Library as place
- Berkeley/Lecky/Ussher
- Hamilton, John Stearne Medical Library
- Early Printed Books, Manuscripts
- Kinsella Hall 24/7 Access
- 6M volumes, Maps, Music

Virtual space
- 80,000 electronic journals
- 500,000 electronic books
- 24/7 Access
Popular sessions for staff:
• Endnote online
• Publishing & promoting your research

Popular sessions for early career researchers:
• The Literature Review
• Early printed books and manuscripts

Popular sessions for Students:
• Citing & Referencing
• Essay Writing

13 programmes
1,296 attendees
(October 2016 stats)
Your Subject Librarian

Sean Hughes
Classics
Gender & Women’s Studies
History
History of Art & Architecture

Brian O’Connell
Ecumenics
French
German
Hispanic Studies
Italian
Mediterranean & Near Eastern Studies
Religion

Isolde Harpur
Asian Studies
Clinical Speech & Language Studies
Deaf Studies
English
European Studies
Irish & Celtic languages
Language & Communication
Russian & Slavonic Studies

Geraldine Fitzgerald
Education
Psychology

Roy Stanley
Music

Terry McDonald
Law

Cliona Ni Shuilleabhain
Drama
Film Studies
Trinity Graduate Attributes

- Search for reliable information
- Critically engage with literature
- Synthesise information into new knowledge

- Manage research
- Communicate research

- Ethical use of information

- Reflect on + apply information to real world contexts
Ask your subject librarian:

- To provide an information literacy training programme for your students
- To build collections that support your teaching & research
- To collaborate on your systematic review
- For advice on bibliometrics – where should I publish and what are the highest impact journals in my field?
- For advice on how to create a research data management plan
Research Information Systems & Services

Research Support System

Update your research profile with information on your research interests, research projects and publications.

TARA (Institutional Repository)

Upload the fulltext of your peer-reviewed publications, conference papers, book/chapters, journal articles, electronic theses, working papers and technical reports.
Where to start for now?  www.tcd.ie/library
Hiring Transformational Leaders in Education: Lessons Learned from Structured Employment Interviews

Denver J. Fowler
djfowler@olemiss.edu
Richard A. Posthum
rposthum@utep.edu
Wei-Chi Tsai
weichi@nccu.edu.tw

Abstract
In the educational setting, hiring transformational leaders is essential to a school's success or failure. In this study, we examine Confucianism and country influence on structured employment interviews from both Western (United States) and Eastern cultures (Taiwan). Eastern cultures have certain values not prevalent in Western cultures that may reduce the use of transformational leadership questions in job interviews. Eastern cultures have higher levels of uncertainty avoidance, collectivism, and power distance. We examined questions asked in actual job interviews in Taiwan and the United States (N = 178). Additionally, we examined the three dimensions of interview structure including evaluation standardization, question sophistication, and questioning consistency. We found that the number of questions about transformational leadership were less common in Taiwan, with its lower selection ratios, and when question sophistication and consistency were higher. In the United States, we found that the number of questions about transformational leadership increased with selection ratio, question sophistication, and question consistency, but not in Taiwan. The results of this study have important implications to all workplace settings around the globe where it may be argued that it is advantageous to hire transformational leaders to improve any organization. However, the results of this study may have particular importance to the educational setting, in both China and the United States, and globally, where the need to attract and hire transformational leaders can be vital to a school's success (or failure).

Keywords: leadership, employment interviews, transformational leadership, education

1. Introduction
“The global stage of education has added to the complexity of education reform. The continuous pressure to turn around education is an obsession of policy makers” (Kirtman & Fullan, 2016). Perhaps now more than ever, the need to hire transformational leaders in the education setting is vital to improving education, especially at the school district and building.
Top Tips for new staff

• Drop in to the information desk to say hello and get your bearings

• Make an appointment to meet with your subject librarian
  - to find out what resources we have to support your research
  - to embed information skills training in your curriculum

- Encourage your students to contact their subject librarian
Explore, Discover, Enjoy!

library@tcd.ie | siobhan.dunne@tcd.ie | www.tcd.ie/library/
Trinity Research & Innovation Overview

Declan Weldon
Trinity Research & Innovation

May 2017
Trinity College Dublin
A research intensive University in the heart of Dublin City

17,000 students from 122 countries
2,500 staff
11% of students and 40% of staff are international
6,000,000 items in library collection
access to 30,000+ journals
Trinity College Dublin
A research intensive University in the heart of Dublin City

No.1
University in Ireland

Trinity is also ranked in the top 100 Universities in the world in the following subject areas:
- History
- Performing Arts
- Philosophy
- Biological Sciences
- Pharmacy and Pharmacology
- Materials Science
- Education
- Geography
- Chemistry
- Law
- Social Policy and Administration
- Sociology

Trinity College is 98th in The World
(QS World University Ranking, 2016/17)

QS World University Rankings,
THE World University Rankings and the
Academic Ranking of World Universities
(Shanghai)
Faculties / Schools
The academic eco-system
SFI National Centres and Trinity Research Institutes
The research eco-system

- AMBER (Advanced Materials and Bioengineering Research Centre)
- ADAPT (Global Centre for Excellence in Digital Content)
- CONNECT (Centre for Future Networks and Communications)
- Trinity Biomedical Sciences Institute (TBSI)
- Centre for Research on Adaptive Nanostructures & Nanodevices (CRANN)
- Trinity College Institute of Neuroscience (TCIN)
- Trinity Long Room Hub Arts & Humanities Research Institute
- Trinity Translational Medicine Institute

https://www.tcd.ie/provost/trinity-structure
Trinity Research Themes
www.tcd.ie/research/themes

• 19 Themes
• Summary of research expertise
• Short video describing activity
• Highlighting key researchers
• Aggregating publications
• Key word search function
Globally Unique Infrastructure
What we do
Trinity Research & Innovation Structure

Director

TR&I Management Committee

Research Development and Contracts Office
- Research strategy
- Research proposal development
- Contracts

Office of Corporate Partnership and Knowledge Exchange
- Commercialisation
- Industry Engagement
- Entrepreneurship
Trinity Research & Innovation
What we do
Trinity – A year of ideas and impacts

1300
Research Proposals Submitted Annually

50% of Irish ERC grants in H2020 awarded to Trinity

96
DIFFERENT SPONSORS

Trinity ranked 1st for EU funding & SFI PI Funding

€100M
Research funding won per annum

75
MTAs signed

54
INVENTIONS disclosed

150
NDAS signed

4
Centres

5
National

25
LICENCE AGREEMENTS

400
INDUSTRY PARTNERS

10
Student Startup companies incubated

5
SPINOUTS incorporated

LAUNCHBOX.ie
Funding Diversification

Total Expenditure

<table>
<thead>
<tr>
<th>Source</th>
<th>2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFI</td>
<td>34,786,616</td>
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<tr>
<td>EU</td>
<td>18,452,425</td>
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<tr>
<td>HRB</td>
<td>7,162,002</td>
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<tr>
<td>Irish Research Council</td>
<td>6,657,538</td>
</tr>
<tr>
<td>HEA</td>
<td>4,574,267</td>
</tr>
<tr>
<td>Irish Government / State Agency</td>
<td>4,152,454</td>
</tr>
<tr>
<td>Charity</td>
<td>4,117,566</td>
</tr>
<tr>
<td>Enterprise Ireland</td>
<td>3,942,179</td>
</tr>
<tr>
<td>Other Non-Exchequer</td>
<td>3,917,631</td>
</tr>
<tr>
<td>Industry</td>
<td>5,268,749</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>93,031,428</strong></td>
</tr>
</tbody>
</table>
Trinity’s Income and expenditure

<table>
<thead>
<tr>
<th>Table 1 – Summary Financial Position</th>
<th>2015</th>
<th>2014</th>
<th>2013</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>€m</td>
<td>€m</td>
<td>€m</td>
<td>€m</td>
<td>€m</td>
</tr>
<tr>
<td>State grants</td>
<td>44.5</td>
<td>47.3</td>
<td>54.5</td>
<td>58.7</td>
<td>66.7</td>
</tr>
<tr>
<td>Academic fees</td>
<td>128.9</td>
<td>124.2</td>
<td>116.1</td>
<td>113.8</td>
<td>111.9</td>
</tr>
<tr>
<td>Research grants and contracts</td>
<td>85.2</td>
<td>78.0</td>
<td>74.7</td>
<td>75.9</td>
<td>78.5</td>
</tr>
<tr>
<td>Other income</td>
<td>52.4</td>
<td>49.2</td>
<td>50.6</td>
<td>49.5</td>
<td>44.8</td>
</tr>
<tr>
<td>Endowment and investment income</td>
<td>10.2</td>
<td>15.8</td>
<td>9.3</td>
<td>11.0</td>
<td>10.1</td>
</tr>
<tr>
<td>Income (excluding grant amortisation)</td>
<td>321.2</td>
<td>314.5</td>
<td>305.2</td>
<td>308.9</td>
<td>312.0</td>
</tr>
<tr>
<td>Staff costs</td>
<td>230.7</td>
<td>225.7</td>
<td>221.8</td>
<td>220.9</td>
<td>219.6</td>
</tr>
<tr>
<td>Other operating expenses</td>
<td>94.5</td>
<td>89.4</td>
<td>87.6</td>
<td>92.4</td>
<td>84.3</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>325.2</td>
<td>315.1</td>
<td>309.4</td>
<td>313.3</td>
<td>303.9</td>
</tr>
<tr>
<td>Operating (deficit)/surplus before interest costs and net depreciation</td>
<td>(4.0)</td>
<td>(0.6)</td>
<td>(4.2)</td>
<td>(4.4)</td>
<td>8.1</td>
</tr>
<tr>
<td>Less:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation (net of grant amortisation)</td>
<td>16.0</td>
<td>17.0</td>
<td>14.1</td>
<td>12.0</td>
<td>13.0</td>
</tr>
<tr>
<td>Interest payable</td>
<td>4.1</td>
<td>4.2</td>
<td>4.2</td>
<td>4.8</td>
<td>4.1</td>
</tr>
<tr>
<td>Deficit for the year</td>
<td>(24.1)</td>
<td>(21.8)</td>
<td>(22.5)</td>
<td>(21.2)</td>
<td>(9.0)</td>
</tr>
</tbody>
</table>
### Research outputs & ERC grants

#### 2015 Publications

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of outputs*</td>
<td>3310</td>
</tr>
<tr>
<td>No. of monographs/books*</td>
<td>79</td>
</tr>
<tr>
<td>No. of journal articles**</td>
<td>1835</td>
</tr>
</tbody>
</table>

Impact of these outputs i.e. journal articles – how many were in the world top 10% in 2015***

- 215 [11.72%]

---

* data from TCD RSS (for all outputs and for monographs/books)
** includes review articles
*** data from Thomson Reuters InCites

#### ERC Awards from H2020 to date

- **Trinity**
  - NUIG - 6
  - NUIM - 1
  - RCSI - 1
  - UCC - 2
  - UCD - 4
Office of Corporate Partnership and Knowledge Transfer

TRINITY’S DEVELOPMENT PIPELINE (2008 – 2016)

453 INVENTIONS → 149 LICENCES TO INDUSTRY + 48 CAMPUS COMPANIES
Industry Engagement

Industry Collaborations 2008-2015

703 Collaboration Agreements

[Graph showing the increase in industry collaborations from 2008 to 2015, with a peak of 703 collaboration agreements in 2015.]
The Industry Engagement Process
Trinity’s roadmap for industry partnership

Identify the key business and research challenges facing your organisation

Determine the key scientific challenges and capabilities required to provide solutions.

Map these problems onto the competencies of TCD researchers.

Meeting between researchers in company and Trinity.

Identify outline programme – scope, scale and cost.

Identify key business issues – IP, staffing, infrastructure.

Determine most suitable funding mechanism.

Implement the programme.

Deliver results
Problem Statement:
Delivery of audio that matches the visual experience in virtual technology

Virtual reality is a media technology that will enable innovation in gaming, creative industries and in online learning, health sciences, product and environmental design.

Trinity researchers develop novel audio technology – allows sound “to follow” eye movement.

High value license of technology.

First research team in Ireland. Recruited team of 4 PhD graduates to build-on technology in Ireland.
Trinity Campus Company – Swrve

→ Started by Steve Collins and Hugh Reynolds, originally of Havok.

→ Swrve provides a single, integrated platform for managing customer relationships with mobile apps. That includes in-app messaging campaigns, push notifications, real-time UX testing and personalization and more.

→ Processing over 2 billion events a day

→ Customers such as Netflix, Walmart, Tesco, Unity, Amobee

→ Raised venture funding $42M and ranked in the top 500 fastest growing companies globally.

→ Employing >100 staff
Innovation & Entrepreneurship Hub
Trinity’s Innovation Model

**Promotion**
- Simulate Trinity research community to think of their research in commercial terms

**World Class Research and/or Spin-Ins**

**External Validation and market analysis**

**Establish Board of Advisors and Founders**

**Investor ready Business Plan**

**Commercialisation**
- Support Campus Companies fund raising through to term sheet negotiations for seed round
- Support Campus Companies to build their Board of Directors
- Ensure Corporate Governance is in place in Campus Companies

**Feasibility**
- Engage with our alumni campus companies to maximise value from our network
- Take learnings from our alumni’s experiences
- Create dataset for Impact Studies, decision making, and policy proposals
- Continue research relationship with spinouts

**Opportunity**

**LaunchLabs**

**Alumni Campus Company**

Target: 4 HPSUs per annum
Launchbox

Launchbox is Trinity's student incubator, a three month accelerator programme open to teams of Trinity students with early-stage business ideas and investor-ready ventures.

The Launchbox programme provides student startup companies with funding to help start or expand the business, an office space, mentorship from some of Trinity’s most successful entrepreneurs and access to an active network of Trinity’s alumni and tailored business master classes.

www.launchbox.ie
The Innovation Academy is a partnership between Trinity College and Queens University Belfast.

The Innovation Academy educates PhD students to recognise the innovation potential of their research and exploit their ideas in a competitive world.

The Innovation Academy is an exciting intellectual space that promotes creativity and innovative thinking in postgraduate students.

www.innovationacademy.ie

The Executive Breakout programme has been designed for middle and senior managers who want to think differently, work more collaboratively and take their team and organisations to the next level.

www.breakout.ie
**Trinity Research & Innovation**

**Trinity Research & Innovation HQ**  
O’Reilly Institute

Also found at:

- Innovation Academy, Foster place
- Blackstone Launchpad, Berkeley Library
- Up to 10 locally based research project officers
- Trinity Technology & Enterprise Campus
- Visits to teaching hospitals
For more information

- Research Themes
  - www.tcd.ie/research/themes

- Research Support System (Researcher profiles)
  - https://www.tcd.ie/research/dean/

- Examples of industry academic collaborations
  - https://www.tcd.ie/innovation/industry/academic/

- Licensing opportunities / campus companies
  - https://www.tcd.ie/innovation/education/
Thank You

Declan Weldon

www.tcd.ie/innovation
Academic Registry
Introduction to our services
The Academic Registry (AR) was established in July 2013.

The Mission of Academic Registry is to provide key centralised administrative services to students and staff supporting the best possible Trinity experience.

Our Vision is to be an integrated, flexible team with a professional service ethos supporting all stages of the student lifecycle.
Services we provide to Staff & Students include:

Admissions

Fees & Payments

Registration

Lecture Timetables

Study Abroad

Examinations & Assessment

Research Degrees

Graduation

Seanad Éireann

University Senate

Statistical Reporting

Prizes & Awards
AR Structure & Activities

Director

Head of Service
- Service Desk
- Communications, Human Resources & Administration

Head of Operations
- Applications & Admissions
- Fees & Payments
- Assessment, Progression & Graduation
- Records & Case Management

Head of Business Support & Planning
- Data / Systems Management & Reporting
- Continuous Improvement & Project Management
AR Communications

Web

Twitter

Facebook

Campus Display Screens

Updates and information for Staff & Students are displayed on screens throughout the campus.
How to contact the AR

Primary method of contact via my.tcd.ie portal.

• Log a query by clicking the Ask AR button.

• From there you can log a query to the appropriate activity.

Podcast on logging a call available on TCD YouTube Channel

https://www.youtube.com/watch?v=i9Qt04Be7F4&feature=youtu.be
Other contact methods

Email: academic.registry@tcd.ie

Phone: +353 1 896 4500 (Academic Registry support)

Phone: +353 1 896 4501 (Academic Registry staff support)

- Option 1 – Examinations
- Option 2 – Progression
- Hold for Service Desk
AR Location on campus

We are located in the Watts Building at the East End of campus.

All face-to-face queries are dealt with at our Service Desk located on the Upper Ground Floor.

Please enter through the Panoz Building entrance and turn left to go up the stairs. Go through the red doors on your left and The Academic Registry Service Desk is straight ahead.

**Service Desk Opening Hours**

The Service Desk Opening Hours are:

**Monday, Wednesday, Thursday, Friday**

9am – 5.30pm

**Friday**

9am – 5pm
Useful Links

My.tcd.ie portal
https://my.tcd.ie/

AR Website
https://www.tcd.ie/academicregistry/

AR Facebook
www.facebook.com/TCDAcademicRegistry

AR Twitter
https://twitter.com/tcdacadregistry
Thanks for Listening.
IT SERVICES - OVERVIEW

All about the central IT facilities available to staff in Trinity
About IT Services

Central Provider of IT Facilities in Trinity. Support for Teaching, Research & Admin Staff & Students: around 20,000 users. Network Infrastructure > 30,000 devices
Services provided include

Secure Network Connectivity
Email & Internet Services
Lecture Theatre AV Equipment
Desktop Support (IT Service Desk)
Research IT
IT Training Courses

See ‘Our Services’ at www.tcd.ie/itservices for more information.
Getting help

IT SERVICE DESK

Áras an Phiarsaigh

Phone: 01 896 2000

Email: itservicedesk@tcd.ie
Manage your password

TCD Password Manager - https://password.tcd.ie

Must change password every 180 Days

Use Password Manager to:

  - Change Password if Forgotten
  - Change Password if Expired
  - Unlock Your Account
Staff email service

O365 (Office 365)

Email, Calendar, OneDrive, Skype for Business & more: office.tcd.ie

Supported Email Clients:

Online: Get straight to your Inbox at mail.tcd.ie
Desktop Clients: Outlook

Watch for ‘phishing’ emails!

We will never directly ask for your username & password within an email
If ever in doubt please contact the IT Service Desk
Useful links

SITS (Student information system)
my.tcd.ie

Research Support System (RSS)
www.tcd.ie/itservices/websystems

Blackboard VLE
mymodule.tcd.ie

People Finder (staff directory)
peoplefinder.tcd.ie
IT Training resources

Free, targeted courses for staff & postgrads

SITS – Assessment & Progression
MS Office - Word, PowerPoint, Access, Excel
Maintaining College Websites - Dreamweaver
Intro to Photoshop
Survey Monkey

Book Online via www.tcd.ie/itservices/training

This site also contains user guides & tutorial videos
Communications

News & Alerts
Twitter: @tcditservices
Emails
User feedback
Liaison groups
Focus groups
Thank You
Financial Services Division
Financial Information System

Eimear Farrell, FSD
25 May 2017
Contents

• Financial Services Division (FSD)
  o Organisational Chart
  o Overview

• Financial Challenges

• Financial Strategy

• Financial Information System
  o iProcurement
  o iExpenses
  o Business Intelligence Reporting

• Key Financial Policies

• Support & Assistance
Financial Services Division

Location

The Financial Services Division Office is located at 3 College Green, Dublin 2.

Directions from College

Leaving the Front Gate of College walk in the direction of Dame Street. Passing Foster Place on your right, the next block begins with Starbucks. Take the next doorway - this is the reception area for 3 College Green.

Website

http://www.tcd.ie/financial-services/

Email

Financial.Services@tcd.ie
Financial Services Division - Overview

- **Chief Financial Officer Strategic & Administrative Support**
  - Service Liaison Officer

- **Finance Partners**
  - Financial Planning, Compliance, Communication & Support

- **Financial Information System (FIS)**
  - FIS Support Helpdesk
  - FIS Process Leads

- **Financial Operations**
  - Accounts Payable, Accounts Receivable, Taxation

- **Financial Planning & Risk Management**
  - Annual Budgetary Cycle etc.

- **Management & Financial Accounting**
  - Financial & Management Reporting (including OBIEE Reports)

- **Procurement**
  - Category/Supplier Management, Tenders, Procurement Liaison

- **Projects Administration & Accounting**
  - Research and Capital Projects

- **Project Appraisal & Assessment**
  - New Business Proposals
Financial Challenges for Trinity

Financial challenges

• Diminishing funding levels
  ○ State Grant reduced by €36.8m (2010 – 2016)

• Constraints over pay and non-pay expenditure

• Increase in students numbers

• Reduced flexibility compared with other Sectors

• Limited capacity to provide for capital renewal/strategic financial planning

• Challenge to achieve Target Surplus 2% - 3% by 18/19
Financial Strategy

- Operate within budgeted resources
- Invest for the future where appropriate (staff, infrastructure)
- Promote non-Exchequer and Exchequer income generation
- Prioritise cost management, procurement and efficiency initiatives
- Review financial risks
Financial Information System

Version 1 Document Management, Science Warehouse Marketplace

- Internet Procurement
- Inventory
- Purchasing
- Payables
- iSupplier
- iExpenses
- Grants Accounting
- Receivables
- Cash Management
- General Ledger

All modules can feed into BI Apps

BI Apps (Reporting)
Financial Information System

- **iProcurement**
  - Online approval for purchasing
  - Greater visibility of spend
  - eCatalogue system (ScienceWarehouse) - price control, product standardisation

- **iExpenses**
  - Expenses input online
  - Completed claims routed for online approval
  - Payment via EFT
  - Email remittance for individuals

- **Business Intelligence Reporting**
  - Real-time, comprehensive financial information
  - Online access to financial reporting summaries – Actual Vs Budget
  - Ability to drill down to detailed transactions
Trinity Policies

Key Financial Policies:

- **Travel Policy** [https://www.tcd.ie/financial-services/docs/TravelPolicy2016.pdf](https://www.tcd.ie/financial-services/docs/TravelPolicy2016.pdf)
- **Oracle Financial Information System (FIS) Access Forms** [https://www.tcd.ie/local/fis/oracle_access_forms/forms_index.php](https://www.tcd.ie/local/fis/oracle_access_forms/forms_index.php)
- **FIS Training Booking Form** [https://www.tcd.ie/local/fis/training/FIS_training_booking_form.php](https://www.tcd.ie/local/fis/training/FIS_training_booking_form.php)
Support & Assistance

• **FSD Website:**

• **FIS Support Helpdesk:**
  - Tel: 8962700
  - Email: [fis-support@tcd.ie](mailto:fis-support@tcd.ie)

• **FSD General Contacts:**
  - Email: [financial.services@tcd.ie](mailto:financial.services@tcd.ie)
  - Staff contacts: [https://www.tcd.ie/financial-services/gen_contacts.php](https://www.tcd.ie/financial-services/gen_contacts.php)

• **FSD Quick Reference Guides:**
  - iProcurement (handouts)
  - iExpenses (handouts)
Thank you
Public Affairs and Communications
Induction Day for New Staff – 25 May 2017

Sally-Anne Fisher, Head of Communications
Public Affairs and Communications

What do we do?

• Public affairs
• Media relations
• Internal communications
• Social media
• Digital
Communications team

Support and advisory service for you:

• Internal communications
• Event management
• Filming
• Social media
• Corporate publications
• Image bank
Inviting Government Ministers

- College Secretary -
  - Govt Ministers, Ministers of State & Sec Generals
- Provost – President of Ireland & Taoiseach
- Does not apply to book launches
Promoting your event

- Events calendar
- Weekly events e-mail
- Digital information screens
- Online noticeboard
- Social media
- ‘What’s on’ announcement on Trinity home page
- Web news items
- Provost’s ezine
- Social media
Media Coverage Highlights

International Coverage

- BBC News
- Nature World News
- The Huffington Post
- The Malaysian Times
- The Washington Post

Trinity College Dublin
Coláiste na Trionóide, Baile Átha Cliath
The University of Dublin
Media Coverage Highlights

National Coverage

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Independent.ie

**News Editorial**

**Could You Tell if You Were Having a Heart Attack?**

Two-thirds of them start slowly, subtly. Here are 3 signs you should know.

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**THE IRISH TIMES**

**Professions had ‘stake’ in crowded asylums**

High rate of mental hospital residency benefited vested interests, forum told.

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**RTÉ News**

Researchers at Trinity identify genetic mutation that leads to schizophrenia

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**Irish Examiner**

**Gene mutation increases disorders risk tenfold**

A rare gene mutation that increases the risk of developing schizophrenia or bipolar disorder more than tenfold has been identified by medical scientist at Trinity College Dublin. The researchers said Irish people are “more closely related” than other populations, allowing them to pick up on the mutation in Irish descendants of the person from Northern Europe they believe brought the mutation here in the first place.

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Trinity College Dublin

Coláiste na Tríonóide, Buithe Átha Cliath
The University of Dublin
Media relations team

We can work with you to:

• Develop press release & video clips
• Devise & pitch expert comment or opinion piece
• Advise on the best approach to media and select the appropriate media targets
• Secure media interviews & provide support
• Organise training when possible
• Provide media monitoring reports
• Publish news stories on the Trinity website
• Promote stories through social media
• Add you to the annual Media Directory of Experts
• Daily news alert
The Earth has been the blue planet for as many as 8.8 billion years. Ancient sedimentary rock deposits and lava that cooled into characteristic pillow shapes provide irrefutable evidence that liquid water has existed at the Earth’s surface for at least this long. But given how many barren rocks there are in the galaxy, Earth’s abundant oceans raise the question of where all that water came from.

Geoscientists continue to debate two competing theories. One suggests that Earth’s water might have been captured from asteroids and comets that collided with the planet. But recent research has strengthened the
Digital

- Design and front end development of Trinity's online presence www.tcd.ie and other digital/social channels
- Provision of Web Templates for www.tcd.ie
- Produce / maintain key Trinity websites such as:
  - University Global/Local Homepages
  - Interactive map
  - Social media directory
- Video Production & admin for central Trinity's YouTube EDU and iTunes U channels
- Web Analytics
Social media

• Manage Trinity's central social media channels:
  Facebook, Twitter, Youtube, Instagram, LinkedIn

• Guidance and support to administrators of university affiliated accounts and those considering setting up social media accounts
PAC’s responsibility to Trinity

- Protect and enhance Trinity’s reputation
- Maintain good external and internal communications
- Horizon scanning and independent advice

[Link: tcd.ie/communications]
Thank You