University Structure, Governance and Services

- Eimear Leonard, HR Partner (CSD) and Jill Galvin, Learning & Development Specialist
Introduction

University at a glance

Key Facts & Figures

Key Personnel

University Structure: Academic & Divisional Structures

University Governance: Board & Council
Trinity Staff at a Glance  (August 2017)

- 133 Technical
- 832 Academic
- 110 Library
- 464 Support
- 919 Admin
- 841 Research
- 3,299 Total Employees
Trinity Students at a Glance (2016/17)
(Approx. figures)

13,000
Undergraduate

18,000
Total Students

5,000
Postgraduate
• Dr Patrick Prendergast

• The Provost is the Chief Officer of the University, and the Chief Accounting Officer under the Universities Act, 1997.
The Vice-Provost is the Chief Academic Officer of Trinity with overall responsibility for education and research in Trinity.

Coordinates:

- Strategic Planning
- Quality Assurance and Improvement
- Academic Staffing
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: 1,056

- **Health Sciences**
  
  Dean of Faculty: Professor Mary McCarron
  
  4 Schools
  
  FHS – FTE: 571
## Faculties and Schools

<table>
<thead>
<tr>
<th>Faculty of Arts, Humanities and Social Sciences</th>
<th>Faculty of Engineering, Mathematics and Science</th>
<th>Faculty of Health Sciences</th>
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<tbody>
<tr>
<td>• Business</td>
<td>• Biochemistry and Immunology</td>
<td>• Dental Science</td>
</tr>
<tr>
<td>• Drama, Film and Music</td>
<td>• Chemistry</td>
<td>• Nursing and Midwifery</td>
</tr>
<tr>
<td>• Education</td>
<td>• Computer Science and Statistics</td>
<td>• Pharmacy and Pharmaceutical Sciences</td>
</tr>
<tr>
<td>• English</td>
<td>• Engineering</td>
<td>• Medicine</td>
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<tr>
<td>• Histories and Humanities</td>
<td>• Genetics and Microbiology</td>
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<tr>
<td>• Languages, Literatures and Cultural Studies</td>
<td>• Mathematics</td>
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<tr>
<td>• Law</td>
<td>• Natural Sciences</td>
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<tr>
<td>• Linguistics, Speech and Communication Sciences</td>
<td>• Physics</td>
<td></td>
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<tr>
<td>• Psychology</td>
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<tr>
<td>• Social Sciences and Philosophy</td>
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<td>• Social Work and Social Policy</td>
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<tr>
<td>• Confederal School of Religious, Peace Studies and Theology</td>
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The University has 3 Divisions:

• **Academic Services Division**
  
  Vice Provost: Professor Chris Morash
  
  FTE: 264

• **Corporate Services Division**

  Chief Operating Officer: Ms. Geraldine Ruane
  
  FTE: 810

• **Financial Services Division**

  Chief Financial Officer: Mr. Ian Mathews
  
  FTE: 65
<table>
<thead>
<tr>
<th>Divisions</th>
<th>Academic Services Division</th>
<th>Corporate Services Division</th>
<th>Financial Services Division</th>
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<tr>
<td></td>
<td>Library</td>
<td>Commercial Revenue Unit</td>
<td>Accounts Payable/Receivable</td>
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<td></td>
<td>Trinity Teaching &amp; Learning</td>
<td>IT Services</td>
<td>Financial Resources and Planning</td>
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<tr>
<td></td>
<td>Academic Secretariat</td>
<td>Estates and Facilities</td>
<td>Management Information Systems</td>
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<td></td>
<td>Trinity Access Programmes</td>
<td>Human Resources</td>
<td>Procurement, Taxation, Projects administration</td>
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<td></td>
<td>Careers Advisory Service</td>
<td>Academic Registry</td>
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<td></td>
<td>Centre for Academic Practice &amp; e-Learning</td>
<td>Project Management Office</td>
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<td>Trinity Research &amp; Innovation</td>
<td>Student Support Services</td>
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<td>Science Gallery</td>
<td>Student Counselling</td>
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<td></td>
<td>Office of the Vice Provost</td>
<td>Health Centre</td>
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<td></td>
<td>Senior Tutor’s Office</td>
<td>Day Nursery</td>
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<td>Sports Centre</td>
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<td>Disability Service</td>
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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
University Governance
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/

Vice-Provost and Chief Academic Officer, Professor Chris Morash

Bursar & Director of Strategic Innovation, Professor Veronica Campbell

Registrar, Professor Paula Murphy

Dean & Vice-President for Research, Professor John Boland

Dean of Graduate Studies, Professor Neville Cox

Associate Dean for Online Education, Dr Tim Savage

Senior Lecturer, Professor Gillian Martin

Dean of Students, Professor Kevin O'Kelly

Senior Tutor, Professor Aidan Seery

Community Liaison Officer, Professor Ciaran Brady
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/University Policies

Legislation
• A summary of key pieces of legislation can be found at the following link: 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/

HR Policies
• All HR policies are available at the following link:
  • https://www.tcd.ie/hr/az/
Trinity Identity
Trinity Identity Initiative
Naming and identification guidelines

<table>
<thead>
<tr>
<th>Naming convention</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>
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<tbody>
<tr>
<td></td>
<td>The short version ‘Trinity’ should be used in documents thereafter</td>
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<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>
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<tr>
<td></td>
<td>The preference is that we refer to ourselves externally as a ‘university’ rather than a ‘college’ in all documentation</td>
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Trinity Identity Initiative

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/
Irish Language at Trinity
# Irish Language in University Life

<table>
<thead>
<tr>
<th>Conversation Opportunities</th>
<th>An Chéadaoin @ an Bhutrach</th>
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<tbody>
<tr>
<td></td>
<td>Every Wednesday during term time from 10:30 – 11:30</td>
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<td></td>
<td>Open to all staff and students</td>
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<table>
<thead>
<tr>
<th>An Cumann Gaelach</th>
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<tbody>
<tr>
<td>Seomra na Gaeilge every Tuesday during term</td>
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<tr>
<td>19:30 – 21:00</td>
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<thead>
<tr>
<th>An Lón Gaeilge</th>
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<tr>
<td>informal Irish lunch for Trinity staff</td>
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<tr>
<td>Room 3104, Arts Building</td>
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<tr>
<td>Wednesday during term from 13:00 – 14:00</td>
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Human Resources
Common Questions

When do I get paid?
- 20th of the month or every Thursday depending on contract.

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.
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
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
Diversity, Inclusion and Equality
Diversity and Inclusion

• 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 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
Questions?