Useful Information about Trinity College
Mentoring Programme 2008-09

This document entails information that the mentor might find useful in directing the mentee to specific areas. This is not an exhaustive list and ideally would be updated regularly with input from the mentors based on their experiences.

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Particular areas of interest to mentees include:
1. Personal & Professional Development
2. College Policies
3. Work/Life Balance Issues
4. Research and Publications
5. Research Staff

1. Personal & Professional Development
The College offers a number of opportunities for staff training and development through several bodies operating within the College. These include:
- WiSER Springboard Personal & Professional Programme
- Centre for Academic Practice & Student Learning
- Staff Development
- Performance Management Development Scheme - PMDS
- Career Planning for Research Fellows
- IS Services
- Safety Health and Welfare Training

1.1 WiSER Springboard Personal & Professional Programme
http://www.tcd.ie/wiser/activities/springboard.php
Springboard Women's Development Program is a 3 month learning experience for women. It incorporates personal and work development. It consists of 4 separate one-day workshops held over a three month period. In between workshops, participants continue self-directed learning using a comprehensive 300+ page workbook.

1.2 Centre for Academic Practice & Student Learning
http://www.tcd.ie/CAPSL/
CAPSL delivers a range central courses and events for staff and students to support their personal and professional development as teachers and researchers. They offer one-to-one consultations on request and work with interest groups and teams of staff in Schools or other areas to support their professional development needs.

1.3 Staff Development
http://www.tcd.ie/Staff_Office/develop/
The Staff Development Office offers a programme of training and development activities for the personal and professional development of all College staff under the broad headings of induction; supervisory and management development; and personal effectiveness. The annual programme of courses is published biannually. In addition to the provision of a generic programme, customised training and development needs will be available for specific groups or teams following consultation with members of the group, their supervisors or managers, or upon request to the Staff Development Manager. Staff Development also provides ongoing support for the implementation of the Performance Development Scheme.
1.4 Performance Management Development Scheme - PMDS
http://www.tcd.ie/Staff_Office/pmds/index.php
PMDS is a formal process of self evaluation through which academics and researchers can look at their work objectives and performance and assess how successful or otherwise feel you have been. The discussion is used to identify individual contributions, provide feedback on performance and help overcome any problems. The intention is that you can develop to your full potential, in particular through the identification and meeting of developmental needs.

1.5 Career Planning for Research Fellows
http://www.tcd.ie/wiser/resources/careers.php
Presentation by Ms. Sarah Ryan and Ms. Cliona Hillery of the Careers Office, College for WiSER network.
The workshop includes invaluable information on sourcing career opportunities, planning a career to best suit the personal strengths and needs of the individual, identifying ones working style, and how to best present ones skills to a potential employer.

1.6 IS Services
http://isservices.tcd.ie/training/index.php
IS Services run regular courses for college staff on a number of IT-related topics, such as making PowerPoint presentations and using statistical software. The courses are specifically designed to meet the needs of TCD staff, with an emphasis on gaining practical experience of the most common software packages. IS Services also offer an induction session for new staff.

1.7 Safety Health and Welfare Training
The Director of Buildings Area provides a number of various Safety Health and Welfare Training Courses on an annual basis.

2. Leave Entitlements and Work Arrangements

There is a range of schemes, benefits and entitlements available to staff members. Some of these arrangements are statutory benefits and the College are obliged to provide these, in line with terms and conditions therein, to staff on a pro rata basis (based on their contract). For non-statutory benefits/schemes, the College give these benefits/schemes at their discretion and are not obliged under legislation to provide them to staff members. Particular attention must be paid to the length of existing contract and the benefits applying in that context. Many benefits only apply for the duration of the contract.

For full description on the policies below, the benefits; impact on contracts of employment; responsibilities; and pay related matters see the relevant policy document.
2.1 Maternity Leave - statutory benefit
Staff (see policy for eligibility criteria) are allowed 26 consecutive weeks maternity leave, as well as 16 weeks additional unpaid leave. There are statutory notification periods which must be adhered to; provisions are made for attendance at pre-natal classes, and breastfeeding mothers. It is college policy to permit the person to return to the same job as she held immediately before maternity leave, if at all practicable.

2.2 Adoptive Leave - statutory benefit
Staff (see policy for eligibility criteria) are entitled to 16 consecutive weeks adoptive leave, as well as 8 additional weeks of unpaid leave. Arrangements exist for pre-adoption visits in some case, and there are special arrangements for foreign adoptions.

2.3 Parental Leave - statutory benefit
Parental Leave (see policy for eligibility criteria) entitlement is unpaid leave, which is granted solely for the purpose of caring for the named child. Entitlement can be up to 14 weeks unpaid leave. It is available to all parents subject to restrictions as set out in the Act. Consideration may be given for the taking of leave in smaller blocks.

2.4 Carers Leave - statutory benefit
Staff can apply for carers leave - see eligibility criteria. It can be up to 104 weeks per person in need of care (max 208 weeks). This applies to the temporary absence of a staff member for the full time care of another person. It can be used for child/elderly relative or any person in need of care. The person needs to be deemed in need of care by social welfare. It can be taken in smaller blocks of time and will not affect your right to your position. This is unpaid leave.

2.5 Paternity Leave - non-statutory
Three paid days paternity leave per child for the father only.

2.6 Force Majeure Leave - statutory benefit
Up to 3 days paid leave in one year (5 in 3 years). There are strict guidelines as to when this can be used. Family members and partners only and the staff member must be ‘immediately’ required.

2.7 Special Unpaid Leave - non-statutory benefit
This is for periods of unpaid leave for less than one year for exceptional circumstances.
2.8 Career Breaks - scheme - non-statutory
Staff (see policy for eligibility criteria) are eligible to apply for an unpaid career break of not less than one year and not more than three years. Staff returning to college after a career break will be re-assigned to their home department to a fillable vacancy at the appropriate grade within that department. The full College policy with regard to career breaks can be downloaded from the following address: http://www.tcd.ie/Staff_Office/policies/leave/special_unpaidcb.pdf

2.9 Dignity and Respect Policy
http://www.tcd.ie/about/policies/respect.php
This policy promotes a collegiate environment where every member is treated with dignity and respect. In other terms every member is free from discrimination (on any of the 9 grounds included in equality legislation), bullying, sexual harassment and other forms of harassment. There are six College’s contact people. Their contact details can be found on the webpage mentioned above.

2.10 Disability Service
http://www.tcd.ie/disability/
The Disability Service provides appropriate advice, support and information to help students of College, potential students and staff with disabilities.

2.11 Pensions - Fixed Term Work Act 2003
http://www.tcdlife.ie/trsa/?Pensions
http://www.tcd.ie/Staff_Office/relations/pensions.php
The College is committed to providing pension benefits to research staff and they will be backdated to July 2003. The Trinity Research Staff Association provides detailed information on the pension entitlements of research staff. Full details on all College pension schemes can be found from the Staff Office

3. Work/Life Balance Issues

3.1 Childcare: The College Day Nursery
http://www.tcd.ie/about/services/daynursery/
The College Day Nursery provides childcare to children of TCD staff and students. The Nursery caters for children from 3 months to 4½ years old.

3.2 Baby Changing facilities
Baby changing facilities are available in the Sports Centre, School of Nursing (D'Olier Street), and CRANN.

3.3 Breastfeeding facilities
http://www.tcd.ie/Staff_Office/policies/leave/maternity.pdf
Breastfeeding mothers (see policy for eligibility criteria) will be accommodated (for up to 26 weeks after giving birth), without loss of pay, to either breastfeeding break/s, where suitable facilities are provided, or a reduction of working hours.
The one hour break may be split into shorter periods of time totalling one hour. The TCD Parental Working Group has put forward a proposal to consider having a breastfeeding/expressing room in the College.

3.4 Employee Assistance Programme - EAP
The staff information and support service has been established to offer a practical resource, providing support over a wide range of areas including work-life balance, personal support, and health and well-being.

3.5 Buddy System to all expectant Mum and Dads to be
http://www.tcd.ie/Staff_Office/relations/worklife.php
The Parental Buddy System give the opportunity to the expectant mum or dad to met up other parents or 'new to be' in this transition period. The Buddy would provide some personal support; help them navigate the College systems and entitlements.

4. Research and Publications
This section includes information about:
- WiSER academic writing groups
- Trinity Research and Innovations
- Research Support System - RSS
- Trinity’s Access to Research Archive -TARA
- Library
- Treasurer’s Office

4.1 WiSER academic writing groups
The WiSER Writing Groups meet approximately once a month and provide an opportunity for women and men to come together and give and receive constructive feedback on one another writing. It also allows participants to meet with other academics going through the same process and alleviate the isolation often associated with writing. There are approximately six people in each group, and the focus is typically on academic publishing, but thesis writing or other topics may also be included.
Further information: Contact wiser@tcd.ie

4.2 Trinity Research and Innovation
http://www.tcd.ie/research_innovation/
The Trinity Research and Innovation Office holds details of research funding sources, and provides information, endorsement and support to submit grant proposals. It runs training and information sessions on specific funding sources and programmes and manages related technology transfer, commercialisation and enterprise developments from research, including intellectual property rights.

➢ ResearchResearch
http://www.researchresearch.com
Trinity College Dublin has a subscription to Research, which is the world's leading publisher of news and information for the international research community.

Further information: Contact Dr. Oonagh Kinsman onagh.kinsman@tcd.ie

Research Focus

The Research Focus is a research information newsletter published every week by Trinity Research & Innovation. To subscribe, please follow this link: http://www.tcd.ie/research_innovation/research/internal/focus.php

4.3 Research Support System (RSS)
http://www.tcd.ie/research/rss/

The Research Support System is a web-based information system, which incorporates an expertise database. The development of the Research Support System is directed by the Dean of Research. Academic staff and contract researchers can input and update information on their academic interests and research expertise and publications. An important part of the Research Support System is the regular export of data to the Expertise Ireland portal (www.expertiseireland.com).

4.4 Trinity's Access to Research Archive -TARA
http://www.tara.tcd.ie/

TARA is an open access repository supported by College, which means that the full text of the work deposited here is freely accessible to the world via the web.

4.5 Library
http://www.tcd.ie/Library/

Expert library staff

Subject librarians are there to assist the researcher in finding, utilising and exploiting information relevant to their research activities. S/he will:

- Identify relevant electronic resources to support her/his research activities
- Assist the researcher in locating relevant print and electronic resources
- Arrange workshops/lectures/demonstrations on library resources that will support the researcher and her/his research team.
- Assist with literature reviews and managing references.
- Help to locate research material in other Irish libraries and further afield
- Select and purchase material in her/his field of expertise.

Research services

- SFI Research Support Librarian

SFI researchers and SFI research teams can contact the SFI Research support Librarian, Jessica Eustace, based in the Hamilton library on the second floor. She can be contacted at eustacj@tcd.ie Monday-Friday 08.00 - 16.00.

- Managing your references using EndNote
http://www.tcd.ie/Library/Local/Endnote/

The bibliographic reference manager, EndNote, can be used to store, manage, organise and format bibliographic references to be used in research papers and publications. Training sessions are offered on a regularly basis.
4.6 Treasurer's Office
http://www.tcd.ie/Treasurers_Office/
The Treasurer's office offers an information seminar twice a year for researchers on management and research budgets. There is also an online tutorial that is accessible directly from the website. The full presentation is available at http://www.tcd.ie/Treasurers_Office/forms/Treasurer's_Office_Information_Seminar.ppt

5. Staff Representation
This section includes information on:
- Trinity Research Staff Association - TRSA

5.1 Trinity Research Staff Association - TRSA
http://www.tcdlife.ie/trsa/?Trinity_Research_Staff_Association
Trinity Research Staff Association was set up on the 8th June 2005 to promote the interests of researchers on fixed-term contracts. They also plan to provide information and support for researchers who come to work in College.