

Incorporating any amendments approved at subsequent Board meetings

The University of Dublin

Trinity College

Minutes of Board Meeting, 6 July 2005

Present Provost (Dr J Hegarty), Vice-Provost (Dr J B Grimson), Registrar (Dr D J Dickson), Bursar (Dr J W O'Hagan), Senior Lecturer (Dr J A Murray), Dr S P A Allwright, Dr W J Blau**, Mr B Connolly*, Dr J A Fitzpatrick, Dr H Gibbons, Mr H Kearns, Mr F Kieran, Ms M Leahy, Dr J G Lunney, Mr D Mac Síthigh, Dr A N M Ní Chasaide, Mrs J O'Hara, Dr M M O'Mahony****, Mr L Ryder, Mr R P Sheridan, Mr B Sweeney, Dr D L Weaire***.

Apologies Dr L E Doyle, Dr M K Simms, Dr H M C V Hoey, Dr F Shevlin, Ms E K Stokes.

In attendance

(ex officio) Secretary**, Treasurer**, Assistant Secretary.

(by invitation) Acting Director of Buildings for BD/04-05/370.

(present for)

- * BD/04-05/360 (part) - 399
- ** BD/04-05/361 - 399
- *** BD/04-05/365 (part) - 399
- **** BD/04-05/360 - 365

SECTION A

BD/04-05/360 Governance - Support Services The Provost, introducing the topic, advised Board that following consideration of the structure and governance of support services at the previous meeting (minute BD/04-05/352 refers) he had consulted with the Senior Administrative Management Group and that the matter had been discussed by Executive Officers. He invited Board's attention to a paper entitled *Revisions to Governance Papers on Support Services*, dated 6 July 2005, which had been circulated and which addressed the main areas of concern arising during the previous Board discussion and in subsequent consultations. The Board considered the following proposals as presented by the Provost.

1. *Deadline for administrative and support services restructuring*

The Provost, noting concerns which had been expressed in achieving the deadlines proposed in the Senior Lecturer's and Bursar's paper *Structures, Budgeting and Resource Allocation in Support Services: General Context and 'Roadmap' for Change*, dated 23 June 2005, invited Board's attention to the proposal that the end of January 2006 would be maintained as the target date for the agreement of new administrative and support services with implementation to begin in September 2006.

In discussing this proposal, Board members agreed that sufficient time should be taken to ensure that the new structures would reflect the needs of the new Schools and that sufficient information would be available to make decisions on appropriate resource

allocation models. Board members also requested that administrative restructuring should be carried out in the context of the clarification of the role and function of academic annual officers, noting that the College benefits very significantly from their influence on the governance of the College.

The Vice-Provost advised Board that the implementation of the e-strategy will involve very intensive consultation including a review of the College's business processes, and that the deadline of January 2006 for agreement on the organisation of administrative and support services would mean that both the e-strategy and the restructuring would be able to work in parallel.

The Board agreed that the deadline of end of January 2006 should be set for agreement on administrative restructuring.

2. *Administrative support for new Schools*

The Provost advised Board that, notwithstanding the urgency with which administrative support must be provided to new Schools, consultation must take place with all relevant groups and individuals before final decisions are taken in this regard. He invited Board's attention to the proposal that the deadline be relaxed but that the goal be pursued with the greatest urgency through the proper consultation procedures.

In discussing this proposal the following issues were raised by Board members:

- a comprehensive communications process must be put in place to ensure that all staff are kept up-to-date in relation to all issues associated with the restructuring;
- appropriate consultation must take place with all staff who will be affected by the formation of schools and the restructuring of the administrative and support services;
- providing administrative support to Schools should not be dependent on agreement being reached on all issues throughout the College. If agreement has been reached in any particular School on staffing-related matters, that School should be able to appoint its required support staff.

The Board noted that the Partnership Committee, on which all members of staff are represented, will be meeting over the summer months to discuss the implementation of the restructuring.

The Board, noting the urgency with which support is required by new Schools, particularly in the preparation of their strategic plans, approved the proposal that the deadline of 13 July 2005 for the provision of administrative support for new Schools would be relaxed but that this goal would be pursued with the greatest urgency.

3. *Organisation of administrative and support functions*

The Provost invited Board's attention to the outcome of the discussions which had taken place subsequent to the last Board meeting on the issues raised in the paper entitled *Support Services Structures: A First Step*, and on the previously proposed deadline of 13 July 2005 for agreement in principle on the proposed re-structuring. The Board noted that concerns had been expressed: (a) as to why administrative re-structuring was being considered at this time and not later in the schedule; and (b) that the function of academic annual officers might be diluted if their roles and administrative structures were not addressed simultaneously. The Provost advised Board that the exclusion of students in the restructuring proposals had also been raised and that concerns had been expressed in relation to the lack of consultation and the fear which this had engendered among some staff as to their futures.

Incorporating any amendments approved at subsequent Board meetings

The Provost invited Board's attention to the following three alternative proposals to progress the restructuring of administrative and support services: (i) proceed with the proposals in relation to the composition of four directorates as proposed by the Provost in his paper dated 29 June 2005; (ii) agree the establishment of four directorates and their directors but defer agreement on their composition until the end of September 2005, following a period of consultation with Senior Administrators and the Partnership Committee; (iii) postpone fully the decision on portfolios until the end of September 2005.

In discussing the proposals, the following points were made by Board members:

- the Student Services Committee is currently undertaking a review which should be taken into account when considering its future reporting arrangements within the overall College structures;
- serious consideration will have to be given to the most appropriate location of IS Services so as to avoid fragmentation of its activities within any new arrangements;
- in an institution which derives such a large proportion of its income from research and, which is seen as a research-led university, there is a need for a separate directorate for research;
- there is a need to consult with Heads of School on the future of administrative and support structures;
- the terminology used to denote new administrative and support arrangements should reflect the university context and not mirror that used in the business sector;
- academic annual officers must be involved in the development of policies on the administration of the College.

In response to a query about the roles of individual Senior Administrative Officers under the proposed new structures, the Senior Lecturer advised Board that the overall purpose of the proposals was to ensure clarity in relation to responsibility and authority within the administrative and support areas. He also invited Board's attention to the very significant role which academic annual officers play in the governance of the College, noting that one of the objectives of the proposed review was to clarify their relationship with managers in administrative and support areas.

The Board agreed that, notwithstanding the consequent delay in implementing new administrative and support structures, option (iii) as proposed by the Provost would be adopted, noting that the additional time for consultation would be beneficial and that the role of academic annual officers could be addressed simultaneously.

4. Budgets and administrative resource allocation

The Provost invited Board's attention to the following proposals in relation to the setting of budgets and administrative resource allocation:

- (i) the combined budget for all support services should be held constant (in real terms) for 2005/2006 and in proportionate allocation between the support areas;
- (ii) budgeting for 2006/2007 should proceed under the new structural and ADRAM framework and may be introduced on a phased basis if necessary.

In discussing this proposal, Board members agreed that current standards in the delivery of student services would have to be maintained and that some flexibility should be maintained in the budget to ensure that this would happen. It was also noted that, in order to avoid duplication and additional costs, care would have to be taken not

Incorporating any amendments approved at subsequent Board meetings

to appoint administrative staff for functions which would ultimately be devolved to Schools.

In response to a query, the Senior Lecturer advised Board that funds received under the HEA's Special Initiatives will not be subject to the proposed restrictions and that the setting of the student registration fee is independent of the proposal under consideration.

The Board approved the proposals as presented.

5. Management of the restructuring of administrative and support services

The Provost advised Board that it was proposed that the process of administrative restructuring would be managed by a task force, or a number of task forces, similar to the procedures which had been used in the implementation of the academic restructuring and that consideration would be given to the future role of the Working Party on Administrative and Support Services in this process.

In discussing the proposal, Board members noted the value of including Principal Committees in the consultative process and also of involving Senior Administrative Managers and Heads of Student Services in the proposed task force(s).

The Provost advised Board that a decision in relation to the management of the process would be made before the summer vacation, bearing in mind that there would be ongoing interaction with the Heads' Forum, Senior Administrative Managers, the Partnership Committee and other relevant groups throughout the review process.

BD/04-05/361 Minutes The minutes of the meeting held on 29 June 2005 were approved and signed subject to the following amendment:

BD/04-05/346 Dean of Students: Report to Board

The final sentence of the section entitled: *Strategic Plan for Student Services* on page 2 was replaced with the following: 'The Board noted that the plan would coincide with the last three years of the College's Strategic Plan and would result in a more integrated approach to providing student services'.

BD/04-05/362 Matters Arising from the Minutes A matter arising from the Minutes was discussed and has been recorded below, (see Minute BD/04-05/363).

BD/04-05/363 Policy, Practice and Regulations on Intellectual Property (see minute BD/04-05/347 of 29 June 2005) The Board noted Dr Gibbons's comments in relation to the concerns expressed by the Department of Computer Science on the policy on intellectual property.

BD/04-05/364 Provost's Report The Provost invited Board's attention to the fact that consideration is being given to linking Dublin's two Luas lines and that a number of route options are being considered. He advised Board that he had expressed a very strong view to the relevant authorities that a tram line anywhere on the campus would not be acceptable to the College.

Incorporating any amendments approved at subsequent Board meetings

BD/04-05/365 Academic Structures: Relationship between new schools, faculties and central decision-making The Senior Lecturer invited Board's attention to a memorandum, dated 25 May 2005, which had been previously considered by Board at its meeting on 15 June 2005 (minute BD/04-05/300 refers) and by the University Council at its meetings on 1 and 29 June. He drew Board's particular attention to minute CL/04-05/183 of the Council meeting held on 29 June 2005, which had been circulated, and to a document summarising options in relation to the future composition of Council, which had been tabled.

The Board considered proposals in relation to the following issues.

1. Heads of School Forum

The Senior Lecturer invited Board's attention to the proposal to establish a Heads' Forum consisting of all Heads of School and Vice-Deans, chaired by the Senior Lecturer, noting that the proposed forum would be a principal committee of the University Council. In the course of a discussion on the proposal, Board members suggested that, in accordance with the principles of College governance approved by Board on 14 April 2004 (minute 9/246 refers), consideration should be given to having an elected Board member as chairperson of this committee. The Board, noting the important role which the Senior Lecturer would play in linking the work of this committee to decision-making at Executive Officers Group, agreed that this could be achieved irrespective of whether or not the Senior Lecturer would be chairperson of the Committee.

In discussing the reporting arrangements for the Heads' Forum, it was proposed by a number of Board members that the committee should report to both Board and Council, particularly in view of the Heads' very significant resource allocation responsibilities. The Board noted the concerns expressed by the Senior Lecturer that, if there would be a dual reporting function, the Board could take precedence over the Council in this regard. The Board also noted Mr Sweeney's proposal that should the Heads' Forum be chaired by an elected Board Member there might be a sufficient link to Board, thus avoiding the difficulties of a dual reporting arrangement.

The Board, noting that the chairing of the Heads' Forum would be a matter for Council, agreed to the establishment of the Heads' Forum as proposed, with the Senior Lecturer as chairperson of the committee in the first instance. The Board recommended that consideration should be given to the introduction of an independent chairperson in due course.

2. School Directors

The Board agreed to the proposals in relation to the committee arrangements for the following functions as presented:

- Directors of Teaching and Learning (Undergraduate)
- Directors of Teaching and Learning (Postgraduate)
- Directors of Research

3. Faculty Deans

It was agreed that the Deans' Committee would continue and that it would meet once a term and that Faculty Deans would remain as members of Council and that this arrangement would be reviewed at the end of the transition period.

4. University Council

The Senior Lecturer advised Board that Council had recommended a continuation of its current composition for a further year, noting that legal advice had indicated that, while it may be possible for membership to continue into 2005-2006, it would not be possible to extend the appointment of the six faculty representatives whose term of appointment would cease in 2005, nor would it be possible to elect new representatives for a shorter

Incorporating any amendments approved at subsequent Board meetings

term. The Senior Lecturer invited Board's attention to the tabled document which outlined options for the future membership of Council which had arisen in the course of previous discussions.

In response to a query, the Senior Lecturer advised Board that there had been some consensus at Council for Option B which proposed the following membership:

- Six College Officers
- Five Deans *ex officio*
- Five junior faculty representatives
- Ten representatives of Heads of School/Vice-Deans
- Two representatives of the Senate
- Two co-opted members
- Four student representatives
- Five student observers
- Three College Officers in attendance

The Senior Lecturer also advised that there had been some support for Option C at Council which, in addition to the membership proposed in Option B, included five senior faculty representatives.

In discussing the options, Board members noted that, in the past, Council had benefited significantly from the democratic representation of faculties at both junior and senior levels and recommended that this should not be lost in the new arrangements. Concern was expressed that, if Option C were adopted, the balance between junior and senior faculty staff would reduce the representative impact of junior academic staff. In relation to Option C, the Senior Lecturer noted that a very large Council membership could hinder its effectiveness.

In response to a suggestion that the Heads' Forum could ensure representation of Heads of School and Vice-Deans, the Provost advised Board that one of the primary objectives of revising Council membership was to ensure that Heads of School would become fully involved in the academic leadership of the College. In response to a query, the Senior Lecturer advised Board that it had been agreed that Heads of School would be members of Council on a rotational basis.

The Registrar advised Board that it was hoped to conclude the necessary Statutory revisions by the end of Michaelmas Term 2005.

Following further discussion, the Board agreed that Option B, as presented, would be the basis for Council membership in 2006-2007.

5. *Principal Committees/Academic Affairs Committee*

The Board approved the proposal to dissolve the Academic Affairs Committee and noted that the inclusion of Heads of School and Deans as members of Principal Committee may be reviewed in the context of the College's governance arrangements and the new academic arrangements.

BD/04-05/366 Academic Structures: Governance issues The Board approved the proposals for the following governance matters which had been deferred at the Board meeting held on 15 June 2005 (minute BD/04-05/300 refers):

- (i) Membership and Terms of Reference: Executive Committee and Vice-Dean Groupings
- (ii) Membership and Terms of Reference: Faculty Committees
- (iii) Procedures for Appointment to Vice-Dean

Incorporating any amendments approved at subsequent Board meetings

BD/04-05/367 Academic Structures: Faculties and Schools The Senior Lecturer invited Board's attention to a memorandum dated 1 July 2005 which had been circulated, outlining the titles of Faculties and Schools in the new structures. The Senior Lecturer advised Board that discussions were drawing to a conclusion on a number of out-standing matters and that their position would be confirmed before 12 July 2005 for inclusion in the *Calendar*. He also advised Board that a new School combining the Centre for Language and Communication Studies and the School of Clinical Speech and Language Studies had been formed and would be entitled the School of Linguistics, Speech and Communication Sciences.

In response to a query, the Senior Lecturer advised Board that the titles of degrees awarded by the University of Dublin would not be affected by the academic restructuring.

The Board approved the titles for the Schools and Faculties as presented and agreed that the outstanding issues identified in the memorandum would be resolved by the Senior Lecturer. (A final list of Faculty and School titles is presented as Appendix 1 to these minutes.)

BD/04-05/368 Roles and Responsibilities of Heads of School/Vice-Deans in relation to Financial Matters The Treasurer invited Board's attention to a document entitled *Roles and Responsibilities of Heads of School/Vice-Deans in relation to Financial Matters*, which had been circulated, and to minute FN/04-05/76 of the Finance Committee meeting held on 22 June 2005, at which the document had been discussed. She invited Board's attention to the legislative obligations of the Provost as Accounting Officer for the College and to the good governance obligations of the Board to ensure the application of adequate systems of internal controls. She also noted the role of her Office in providing advice and support towards fulfilling these objectives.

The Treasurer advised Board that the purpose of the document was to clarify new, and to affirm some long-established, responsibilities for Heads of Schools and Vice-Deans and to give some details of the financial responsibility which a Head of School/Vice-Dean must assume at both strategic and operational levels.

The Board noted that the Finance Committee had recommended the adoption of the policy document as and from 1 October 2005 and had agreed that training should be provided for Heads of School and Vice-Deans as soon as possible. The Finance Committee had also recommended that the policy be reviewed in June 2006.

In the course of a discussion on the proposed policy, the Treasurer, in response to queries, advised Board that her Office would provide the best service possible within the constraints of existing resources. She also clarified that financial planning and budgeting were included within the terms of the policy.

In response to Mr Sweeney's comments about the need for strong financial control at School and Vice-Deanery levels to ensure financial probity and legal compliance, the Treasurer advised Board that staff in her Office would support the administrative staff in Schools and that there would be strong liaison arrangements between the decentralised and the central finance functions, noting that all Heads of School and Vice-Deans would be required to comply with the College's financial policies and procedures.

In response to queries concerning the expenditure thresholds for which approval of Deans must be sought, the Treasurer advised Board that they were included to ensure

Incorporating any amendments approved at subsequent Board meetings

an element of control over relatively large expenditure items. She noted that the thresholds, which in the view of some Board members were too low, would be reviewed at the end of the first year.

The Board approved the policy as proposed.

BD/04-05/369 Governance: Proposed exceptions to documents approved by Council and Board The Senior Lecturer invited Board 's attention to a memorandum dated 29 June 2005, which had been circulated, outlining proposed departures to approved governance procedures which had been received, viz:

- (a) *School of Physics:* It was proposed that there would not be student representatives on the School of Physics Executive, and that liaison with students would take place through a new Student Liaison Committee which would be chaired by a student and that half of its members would be students and that it would have the right of representation at the Executive Committee, upon request, for matters of direct importance to the student community.
- (b) *School of Engineering:* It was proposed that student representatives would not be included on the School of Engineering Executive and that the provision that two additional members who may be from the administrative / technical / support staff should normally be on the School Executive would not be adopted. The School also proposed that there would be limited student representation on the School Committee and that there would be one senior and one junior member of the academic staff from each Department on the Committee as opposed to all full-time and part-time staff of the School as defined in the approved guidelines.
- (c) *School of Mathematics:* It was proposed that student representative would not be included on the School Executive.

In discussing the proposals, Mr Mac Síthigh advised Board that the proposed deviations from approved procedures were unacceptable to students and that they represented a departure from long-established practice in College whereby students participated in Faculty Executives unless possible conflict of interest required them to withdraw. He noted that Trinity had been a leader in relation to student participation in academic governance and the assumption that this would continue in the future had been the basis for the student support for the restructuring. He advised Board that Liaison Committees have had a mixed history of success and that all options should be left open for student participation in School governance.

Professor Fitzpatrick advised Board that the proposals presented by the School of Engineering were aimed at developing the most effective management arrangement possible for the School and recognised the need to have an Executive Committee which would meet very frequently and would implement policy decisions taken at other School committees. He noted that the School Committee and the School Liaison Committee offered the best opportunity for students to participate in the development of the School.

In the course of a discussion on the proposals, conflicting views were expressed as to whether the proposed variations should be approved. Some Board members supported the students members' views that students should be represented on School Executives whilst others supported the concept of a small Executive Committee which would manage the School in accordance with policies developed at other School committees on which students would be represented. The Board noting that a decision on the issue would be required if appropriate arrangements were to be in place by the start of the next academic year, noted Mr Mac Síthigh's proposal that no variations be approved for

Incorporating any amendments approved at subsequent Board meetings

one year and reviewed after that time. Views were also expressed supporting the inclusion of administrative/technical/support staff on School Executives.

In view of the fact that there was no consensus, the Board agreed that the Senior Lecturer would meet with the various parties to try and resolve the issues before 12 July 2005. It was agreed that the Board would be advised of the outcome at its meeting on 28 September 2005.

BD/04-05/370 Capital Projects The Bursar invited Board's attention to Issue 7 of the confidential paper on capital projects, dated June 2005, which had been circulated, and to a revised financial summary which had been tabled. He advised Board that the College's capital programme was being carried out in accordance with the approved Development Control Plan (minute 8/205 of 10 March 2004 refers). The Bursar invited Board's attention to the relatively low capital deficit on the total building programme and advised Board that the implementation of the ARAM could have a significant impact on the future configuration of space throughout the College. The Bursar paid tribute to the work of the Director and Acting Director of Buildings and the Treasurer, particularly in relation to their coordinated approach to the College's capital programme. He also thanked the Site and Facilities Committee and its sub-committees for their support during his term of office.

The Board noted Professor Lunney's comments on improvements which could be made to the operation of Building Committees which, in his opinion, do not reach their full potential in planning for the long-term development of the College.

Mr Kieran advised Board that it was imperative from a student point of view that the proposed Student Centre would be developed and he urged that funds be found to ensure its future.

In response to a query, the Acting Director of Buildings, present by invitation, advised Board that it is expected that planning permission will be obtained for Front Square developments based on a revised planning application.

The Provost thanked the Bursar for his very hard work over the past four years and also thanked the Acting Director of Buildings and the Treasurer for their contributions to the capital projects paper.

BD/04-05/371 Annual Office The Board approved the following nominations for Annual Officers for 2005-2006 as proposed at its meeting on 15 June 2005 (minute BD/04-05/302 refers):

Vice-Provost	Professor Ruth M J Byrne
Senior Lecturer	Professor Colm Kearney
Bursar	Professor D Clive Williams
Registrar	Professor David A Dickson
Dean of Research	Professor Ian H Robertson
Associate Dean of Research	Dr David Lloyd
Dean of Graduate Studies	Professor Patrick J Prendergast
Senior Tutor	Dr Claire Laudet
Dean of Students	Mr Bruce D R Misstear
Senior Dean	Professor Cyril J Smyth
Junior Dean	Ms Emma Stokes
Senior Proctor	Professor William T Coffey
Junior Proctor	Dr Timothy J Mantle
Public Orator	Professor Brian C McGing

Incorporating any amendments approved at subsequent Board meetings

- BD/04-05/372 Acta of the University Council** The Board confirmed the Acta of the University Council from its meeting of 29 June 2005, subject to further comments covering the following: Actum CL/04-05/187, 188.
- BD/04-05/373 Nominations for Appointment (see Actum CL/04-05/187)** The Board, on the recommendation of the University Council, approved the appointments as summarised in Appendix 2 to these Minutes.
- BD/04-05/374 Advisory Committee on Higher Degrees** The Board approved the nominations of the Advisory Committee on Honorary Degrees, as presented by the Registrar, noting that those approved will be conferred with Honorary Degrees at the Second Summer Commencements 2006.
- BD/04-05/375 Master in Arts (*jure officii*)** The Vice-Provost advised Board that the Partnership Committee had proposed that the degree of MA (*j.o.*) would be awarded to all staff who had more than forty years' employment with the College. This proposal was unanimously approved by Board.
- Ms Leahy advised Board that the Personnel and Appointments Committee, at its meeting on 1 July 2005, had approved additional holidays for long-service staff according their years of employment in the College and that the proposal would be presented to Board for approval at its September meeting.
- BD/04-05/376 School of Business** Under Other Business, in response to a query, the Provost advised Board that plans are proceeding for the previously advised joint initiative between the College and the Irish Management Institute.
- BD/04-05/377 Research Projects Overheads** Under Other Business, the Board noted Professor Fitzpatrick's request that, after eighteen months of operation, the allocation of research overheads be reviewed.
- BD/04-05/378 Traffic in College** Under Other Business, the Board noted Professor Fitzpatrick's request that action be taken as a matter of urgency to restore pedestrians' right of way in College, noting in particular the need for improved signage in this regard.
- BD/04-05/379 Acting Deanship and Headship in the Faculty of Health Sciences** Under Other Business, the Board, noting the tabled memorandum from the Senior Lecturer, dated 4 July 2005, approved the appointment of Professor D B Shanley as Acting Dean of Health Sciences until 1 November 2005.
- The Board also approved the appointment of Professor Con Feighery as Acting Head of the School of Medicine until a Head of School is appointed. The Board agreed that the appointment of the Head of School could be approved under Vacation Procedures.
- BD/04-05/380 Chair in Obstetrics (2005)** Under Other Business, the Board approved the nomination of Professor Deirdre J Murphy, BA MB, BCh, BAO, MD, MRCOG, CCST to the Chair in Obstetrics with effect from a date to be agreed, on the professorial consultant scale, with pension provision.

Incorporating any amendments approved at subsequent Board meetings

BD/04-05/381 Statute on Student Discipline Under Other Business, the Registrar advised Board on the procedures for securing assents to the proposed statutory amendments relating to student discipline, noting that the Board would be advised of the outcome at its September meeting.

SECTION B

BD/04-05/382 Finance Committee The Board noted the draft minutes of the Finance Committee meeting held on 22 June 2005.

BD/04-05/383 Personnel and Appointments Committee (see CL/04-05/188 of 29 June 2005) The Board noted the draft minutes of the meeting of the Personnel and Appointments Committee from its meeting of 2 June 2005. The Board also noted the draft minutes of the meeting of the Personnel and Appointments Committee from its meeting of 17 June 2005 which had been tabled.

BD/04-05/384 Research Committee The Board noted the draft minutes of the meeting of the Research Committee meetings held on:

- (i) 21 April 2005
- (ii) 19 May 2005
- (iii) 20 June 2005

SECTION C

BD/04-05/385 Board Elections 2005 The Board noted the results of the Board elections as set out a paper from the Secretary, circulated dated 1 July 2005.

<i>Name</i>	<i>Period of Office</i>
<i>Non-Academic Staff</i>	
Leahy, Ms Mary	12 September 2005 – 7 September 2008
McGinley, Dr Kieren J	12 September 2005 – 7 September 2008
Kearns, Mr Henry	12 September 2005 – 12 September 2010
<i>Non-Fellow Academic Staff</i>	
Donnelly, Dr Alison	12 September 2005 – 12 September 2010
Mac Cárthaigh, Dr Eoin	12 September 2005 – 12 September 2010
O'Donovan, Dr Donal	12 September 2005 – 7 September 2008
Butterfield, Dr Andrew	12 September 2005 – 7 September 2008
Coffey, Ms Mary	12 September 2005 – 7 September 2008
<i>Fellows and Fellow Professors Constituency</i>	
O'Dell, Dr Eoin	12 September 2005 – 12 September 2010
Biggar, Professor Nigel	12 September 2005 – 12 September 2010
Piesse, Dr Amanda	12 September 2005 – 12 September 2010
Kelly, Professor John M	12 September 2005 – 7 September 2008
Lynch, Professor Marina	12 September 2005 – 12 September 2010
Parnell, Professor John	12 September 2005 – 7 September 2008
Blau, Professor Werner	12 September 2005 – 7 September 2008
O'Halpin, Professor Eunan	12 September 2005 – 7 September 2008

Incorporating any amendments approved at subsequent Board meetings

- BD/04-05/386 Commencements – Special Commencements 5 September 2005** The Board noted and approved the holding of a Special Commencements ceremony for candidates previously approved by Board, in connection with the British Association Festival of Science.
- BD/04-05/387 Higher Degrees** The Board noted Higher Degrees, approved by the sub-committee of Board and Council on:
- (i) 24 June 2005 (document circulated dated 21 June 2005);
 - (ii) 28 June 2005.
- BD/04-05/388 Library and College Archives – Annual Report 2003-04**
- BD/04-05/389 Heads of Schools, Vice-Deanships, Acting Headships** The Board noted the following:
- (i) **Heads of School**
 - (a) **School of Social Work and Social Policy**
Professor R Gilligan, 2005-2008;
 - (b) **School of Social Sciences and Philosophy**
Professor M A Marsh, 2005-2008.
 - (ii) **Vice-Deanship – Faculty of Arts and Humanities**
Professor J V Scattergood.
 - (iii) **Acting Headships of Department**
 - (a) **French** Professor D H T Scott to replace Professor J Gratton during his leave of absence for the academic year 2005-06;
 - (b) **Germanic Studies** Dr G Carr to replace Professor M McGowan during his leave of absence for the academic year 2005-06.
- BD/04-05/390 Calendar Change - Scholarship** Following the decision of the Academic Affairs Committee at its last meeting, the Board sanctioned the removal of the regulation excluding graduates from sitting Foundation Scholarship. Consequently para. 8 on T6 should be deleted in its entirety and the following paragraphs in section T should be re-numbered accordingly.
- BD/04-05/391 Technical Staff Committee – Recommendations** The Board approved the recommendations of the Technical Staff Committee from its meeting of 31 May 2005 in respect of the following promotions in accordance with the memorandum from the Staff Secretary, tabled dated 4 July 2005. The recommendations will take effect from 1 October 2005.
- (i) Mr A Kelly (Physiology)
 - (ii) Mr C Perry (IS Services)
 - (iii) Mr P O'Reilly (Mechanical and Manufacturing Engineering)
- BD/04-05/392 Sealings** The Board noted:
- (i) **Contract for Bioresources Unit Extension** The Seal of the College was put in duplicate to an Agreement and Conditions of Contract for Building Work between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity near Dublin and Mulcahy, McDonagh and Partners Ltd regarding the Bioresources Unit Extension to the roof of the INS Building.

[3/6/06]

- (ii) **Coras Iompair Éireann – Tower Crane Licence** The Seal of the College was put in duplicate to Tower Crane Licence at Westland Row/Pearse Street between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity near Dublin and Coras Iompair Éireann. [23/6/05]

BD/04-05/393 Prizes and Other Awards – Change in Value of Prizes The Board noted:

- (i) Memorandum from the Senior Lecturer, circulated dated 29 June 2005.
 (ii) Memoranda from the Treasurer, circulated dated 21 June 2005 in respect of:
 (a) Guinness Prize in Microbiology (*Calendar* T57);
 (b) Lesley White Memorial Prize (*Calendar* T59).

BD/04-05/394 Nominations for Appointment The Board approved nominations for appointment, as circulated (see Appendix 3 to these Minutes).

BD/04-05/395 Nominating Committees The Board noted the membership of the following committees:

- (i) **Extra-mural Co-ordinator – School of Histories and Humanities (3 year contract post)**
 Head of School
 Ms A M FitzGibbon
 Dr P D McEvansoneya
 Dr M Valiulis
 Dr H Dodge
- (ii) **IT Co-ordinator – School of Histories and Humanities (Administrative Grade 3/2 - 3-year contract post)**
 Head of School
 Mr J Murphy
 Dr P D McEvansoneya
 Professor C E Meek
 Dr M Valiulis
 Dr C E Morris

BD/04-05/396 Scholarship – Request to Intermit The Board noted and approved the Senior Lecturer's request for a Non-Foundation Scholar (00526835) to intermit in the academic year 2005-2006, constituting a second year of intermission, having previously intermitted in 2004-2005.

BD/04-05/397 Implementation of Freedom of Information Act The Board noted a memorandum from the Provost, circulated dated 29 June 2005.

BD/04-05/398 Centre for Civil Engineering Heritage The Board noted and approved the continuation of the appointment of Dr R C Cox as Research Fellow and Director of the Centre for Civil Engineering Heritage to 30 September 2006.

BD/04-05/399 Summer Hours The Board noted that during the Long Vacation office hours will be: Monday to Thursday 9 am to 5 pm, Friday 9 am to 4.30 pm

Incorporating any amendments approved at subsequent Board meetings

The Agenda item on Committees was withdrawn.

At the conclusion of the meeting, the Provost paid tribute to the out-going Board members and out-going Academic Annual Officers and the Secretary and Treasurer for their immense contribution to the work of the College over the past four years. He noted that a new Board coinciding with the election of a new Provost had offered both challenges and opportunities and he thanked everybody for their contribution to the College's achievements in that period. He thanked, in particular, the student members of Board and wished them well in their future careers. He also thanked Mr Connolly for his commitment and dedication as one of the External Board Members.

The Provost paid a special tribute to Professor J V Luce who would retire as Public Orator after the Honorary Degree Commencement Ceremony on 8 July 2005. The Board, noting that Professor Luce had served an unprecedented thirty five years as Public Orator, extended its thanks to him for his contribution to the life of the College over such a long period.

Signed:

Date:

Faculties and Schools

Faculty of Arts and Humanities

School of Histories and Humanities
School of Linguistic, Speech and Communication Sciences
Vice-Deanery, Faculty of Arts and Humanities

Faculty of Social and Human Sciences

School of Social Sciences and Philosophy
School of Social Work and Social Policy
School of Business
School of Psychology
Vice-Deanery, Faculty of Social and Human Sciences

Faculty of Engineering & Systems Sciences

School of Engineering
School of Computer Science and Statistics

Faculty of Health Sciences

School of Medicine
School of Dental Science
School of Nursing and Midwifery
School of Pharmacy and Pharmaceutical Sciences

Faculty of Science

School of Mathematics
School of Natural Sciences
School of Physics
School of Chemistry
School of Biochemistry and Immunology
Vice-Deanery of Genetics and Microbiology

Appendix 2 to Minute BD/04-05/373

Nominations for Appointment (see CL/04-05/187 of 29 June 2005)

Department	Post	Name and Qualifications	Start date	Termination date (if contract)
Biochemistry	Research Fellow	CREAGH, Emma, BA (Dubl.), PhD (NUI)	01-05-2005	30-04-2006
Biochemistry	Research Fellow	KYRIELEIS, Otto Johann Paul, PhD (Technical Univ., Munich)	01-06-2005	31-05-2006
Centre for Language & Communication Studies	Visiting Academic	ARONIN, Larissa, Dip. English & German Languages (Kuibyshev State Teachers' Training Institute), PhD (Moscow Scientific Research Institute of Content & Methods of Teaching)	03-02-2006	03-03-2006
Civil, Structural & Environmental Engineering	Visiting Academic	CUOMO, Gianluca, BEng, MSc (Dubl.), PhD (Rome)	09-05-2005	09-08-2005
Civil, Structural & Environmental Engineering	Visiting Academic	SANZ, David, BSc, MSc (Madrid)	10-06-2005	31-12-2005
Education	Lecturer	JOHNSTON, Keith, BTechEd, MA (Limerick)	01-10-2005	Permanent
Electronic & Electrical Engineering	Research Fellow	MANJULADEVI, V., BSc, MSc (Bangalore), PhD (J.Nehru.U.)	27-05-2005	26-05-2006
Genetics	Lecturer	PARLE-McDERMOTT, Anne, BA (Dubl.), PhD (RCSI & Dubl.)	01-06-2005	31-10-2006
Geography	Research Fellow	CLAYTON, Vanda, BSocSc (NUI), MRUP (NUI), PhD (Dubl.)	31-05-2005	31-10-2005
Haematology	Lecturer / Registrar	HAYAT, Amjad, MBBS (Pakistan), MRCP (UK), MRCPATH (UK)	01-07-2005	30-06-2006
Haematology	Consultant / Lecturer	O'DONNELL, James, MB BCH BAO (Dubl.), MRCPI, MRCPATH., PhD (Imperial College London)	01-06-2005	31-05-2008
Law	Part-time Lecturer	CARNEY, Thomas Francis, BA, LLB (NUI), LLM (Belg.), Solicitor (Law Society of Ireland)	03-10-2005	21-04-2006
Law	Part-time Lecturer	CONNOLLY, Oliver J., MA, LLB (Dubl.), Dip. BS, Dip. Arb., Dip. Intl.Arb. (NUI), BL (King's Inns & Middle Temple), Attorney-at-Law (Bar of New York & Bar of US Supreme Court), Fellow of the Chartered Institute of Arbitrators, International Fellow of the American Arbitration Association	03-10-2005	16-12-2005
Law	Part-time Lecturer	HIGGINS, Imelda Anne, BCL, LLM (NUI), Dip. European Law (Brugge), BL (King's Inns)	16-01-2006	21-04-2006
Law	Part-time Lecturer	NEWMAN, Jonathan, LLB (Dubl.), LLM (Cantab.), BL (King's Inns)	16-01-2006	21-04-2006
Law	Part-time Lecturer	O'NEILL, Ailbhe Grainne, LLB (Dubl.), LLM (Cantab), BL (King's Inns)	03-10-2005	21-04-2006

Incorporating any amendments approved at subsequent Board meetings

Law	Part-time Lecturer	RABKIN, Alan Brent, BA (UCLA), JD (Loyola Law School), LLM Taxation (San Diego), Dip. Applied EU Law (Law Society of Ireland)	03-10-2005	21-04-2006
Law	Part-time Lecturer	SIMMS, Daniel Paul, BA (Dubl.), Solicitor (Law Society of Ireland), LLM (Cologne), Rechtsanwalt (State Judicial Exam. Authority, Düsseldorf), Dr. Iur (Cologne)	16-01-2006	21-04-2006
Medical Gerontology	Part-time Lecturer	McAVOY, Helen, MB (Dubl.), MD (NUI)	01-07-2005	30-06-2008
Medieval History	Lecturer	GREEN, David, BA (Exe.), MA (Nott.), PhD (Nott.)	01-10-2005	30-06-2006
Modern History	Lecturer	DOLAN, Anne, BA, MA (NUI), PhD (Cantab.)	01-10-2005	30-09-2008
Nursing & Midwifery Studies	Lecturer	COSTELLO, Paul, MB BCh BAO (NUI), MSc (DCU)	01-10-2005	30-09-2007
Oral Surgery, Oral Medicine & Oral Pathology	Research Fellow	SHORE, Anna Catriona, BA, PhD (Dubl.)	01-04-2005	31-12-2006
Philosophy	Lecturer	NEUFELD, Blain, BA (Toronto), MPhil (Oxon.), PhD (Mich.)	01-10-2005	30-09-2008
Physics	Research Fellow	LU, Qiaoyin, PhD (Chinese Academy of Sciences)	31-05-2005	30-04-2006
Psychiatry	Research Psychiatrist	BARRY, Edwina, BMS (NUI), MB BCh BAO (NUI), MRCPsych (Royal College of Psychiatrists)	01-07-2005	30-06-2006
Psychiatry	Clinical Tutor (Part-time)	LEONARD, Peter, MB MCh BAO (NUI)	01-01-2005	30-06-2005
Psychiatry	Database Manager	PINTO, Carlos, PhD (Dubl.)	01-07-2005	30-06-2006
Psychiatry	Lecturer	REIDY, Julianne, MB BCh BAO (NUI), MRCPsych (Royal College of Psychiatrists)	01-07-2005	31-06-2008
Psychology	Research Fellow	JOHNSON, Katherine Anne, BA, BSc, PhD (Monash Univ.)	22-11-2004	22-11-2007
Pure & Applied Mathematics	Lecturer	KARAGEORGIS, Paschalis, BSc (MIT), MSc (Boston), PhD (Brown)	01-09-2005	Indefinite Duration
Religions & Theology	Lecturer	DIEMLING, Maria, MPhil (Vienna), PhD (Vienna)	01-10-2005	30-09-2006
Religions & Theology	Assistant Lecturer	NESTOR, Dermot A., BA (Dubl.), PhD (Dubl.)	01-10-2005	30-09-2006
Russian	Lecturer	HAUSMANN, Guido, BA, PhD (Cologne)	01-10-2005	30-09-2008
Sociology	Lecturer	CROWLEY, Catherine Mary Ethel, BA, MA, PhD (NUI)	01-10-2005	30-06-2006
Surgery	Part-time Lecturer	ABDEL-LATIF, Mohamed Mahmoud Mohamed, BSc, MSc (Assiut Univ.), PhD (Dubl.)	01-10-2005	30-09-2008
Zoology	Research Fellow	TRODD, Wayne, BSc, PhD (NUI)	01-04-2005	30-11-2006

Incorporating any amendments approved at subsequent Board meetings

Appendix 3 to Minute BD/04-05/394

Nominations for Appointment

Department	Post	Name and Qualifications	Start date	Termination date (if contract)
College Health Service	Health Promotion Officer / Nutritionalist (Part-time)	McGLOIN, Aileen, BSc (Ulster), PhD (Ulster)	13-06-2005	12-06-2006
Disability Office	Disability Officer	O'SHEA, Amy, BEd (Aust. Cath.)	01-07-2005	30-06-2006
Research & Innovation Services	Research Projects Officer	KINSMAN, Oonagh, BA (Dubl.), PhD (Dubl.)	05-09-2005	Indefinite Duration
School of Physic	Administrative Officer (Maternity Cover)	WATSON, Deborah, BSc (Napier University)	27-06-2005	26-03-2006

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