

**UNIVERSITY OF DUBLIN  
TRINITY COLLEGE**

**PERSONNEL & APPOINTMENTS COMMITTEE**

The Personnel & Appointments Committee met on Monday, 25th September 2006 at 11.00 a.m. in the Board Room.

PRESENT: The Vice-Provost (Professor R.J. Byrne) (presiding); the Senior Lecturer (Professor C. Kearney); Dr. H. Delany; Dr. J.O. Jones; Professor W. Blau, Mr. I. Mathews (Deputy Treasurer); Ms. M. Leahy; Ms. P. Callaghan (Acting Academic Secretary); Ms. D. Keogh

IN ATTENDANCE: Establishment Manager (Acting Secretary); Recruitment Manager

Before commencing the business of the meeting, being the first meeting of Statutory Term in the academic year 2006/07, the Vice-Provost recorded her warm thanks to those members who had attended the Committee's meetings which had been convened for the conduct of business during the Vacation period. The Vice-Provost invited the Committee's attention to the fact that it had been considered inappropriate to review issues of policy during the Vacation period; the next meeting would consider a policy paper on Probationary Review procedures for academic staff, circulated for the meeting of 24th July; the report of the Working Party on Leaves of Absence, circulated for the meeting of 31<sup>st</sup> August would also be considered at the next meeting. The Committee noted that, in future, its meetings would be conducted on a monthly basis, rather than fortnightly which had hitherto been the case.

**PAC 2006-07/ 1 Minutes of last Meeting**

The Minutes of a meeting of the Personnel & Appointments Committee held on 31<sup>st</sup> August 2006 were approved and signed.

**PAC 2006-07/2 Matters arising from the Minutes**

A number of matters arising from the previous meeting were discussed and are recorded below. (PAC 2006-07/3 - PAC 2006-07/6 inclusive below)

**PAC 2006-07/3 School of Medicine – Lecturer in Clinical Psychology**

The Committee noted the Acting Secretary's report that, following further investigation, it had become clear that the advertisement prepared by the Department of Psychiatry had indicated that the post of Lecturer in Clinical Psychology was to be filled for one year and was to be renewable for two further years. Advised of these circumstances, the Vice-Provost had concluded that it could not be contended, as had been thought, that a different field of applicants would have presented for the post had the appointment been advertised as tenable for three years. In these altered circumstances, the Vice-Provost had agreed that the request of the Head of the Department be conceded, and that the appointment be filled on contract for a period of three years. In endorsing the Vice-Provost's decision in this matter the Committee wished to record its view that the practice of advertising an appointment for a period in excess of that approved by

the Committee was unacceptable, and that such departures placed an unreasonable burden on the Staff Office in policing advertisements.

**PAC 2006-07/ 4 Faculty of Health Sciences – Executive Officer (Half-time) to support Dean**

The Acting Secretary reported that written assurances had been received from the Heads of School in the Faculty of Health Sciences, affirming their willingness to contribute in equal portions to the costs associated with the appointment of a half-time Executive Officer to provide support services to the Dean. The appointment had, therefore, now proceeded to advertisement.

**PAC 2006-07/5 School of Computer Science & Statistics – Lecturer in IT in Education**

The Acting Secretary reported that confirmation had been received from the Deputy Treasurer to the effect that the funding arrangements for the M.Sc programme in IT in Education were satisfactory, and that sufficient funds were in place to justify a contract of indefinite duration for a Lecturer whose appointment was linked to this income stream.

**PAC 2006-07/6 Nominations for Appointment – Visiting Professors**

Dr. Delany reported that the Working Group established by the Heads' Committee under the chairmanship of the Dean of Graduate Studies to review academic titles had not yet reconvened. It was expected that a meeting of the Working Group would take place early in October, after which a report would be made to the Committee.

**PAC 2006-07/ 7 Emergency Fund**

**(i) Treasurer's Office – Temporary Executive Officer**

The Committee received and noted a submission from the Deputy Treasurer, circulated, seeking an allocation from the Emergency Fund to facilitate the appointment of a temporary Executive Officer to provide essential support in the Accounts Payable Section during the absence, on Maternity Leave, of a member of staff in the area. The Committee agreed that an allocation of €10,000 should be made in this case.

The Deputy Treasurer withdrew from the meeting during consideration of this item of business.

**(ii) School of Histories & Humanities – Lecturer (Part-time) in the History of Art**

The Committee received and noted a submission from the Acting Head of the School of Histories & Humanities, circulated, seeking an allocation from the Emergency Fund to provide temporary teaching in the History of Art in Michaelmas Term 2006, during the absence, on Maternity Leave, of a member of staff. The Committee agreed that the requested sum of €700 be allocated in this case.

**(iii) School of Natural Sciences - Laboratory Attendant, Geography**

The Committee received and noted a submission from the Head of the School of Natural Sciences, circulated, seeking an allocation from the Emergency Fund to fund the appointment of a Temporary Attendant during the academic year 2006/07 in the absence, due to serious illness, of a member of staff of the Department of Geography. The Committee agreed that the requested sum of €14,000 be allocated in this case.

The Committee agreed to receive at its next meeting a statement of allocations made from the Emergency Fund in the year ending 30<sup>th</sup> September 2006 and to review allocations made to date in respect of the year 2006/07.

**PAC 2006-07/8 Staff Appointments – *Cista Communis* funded**

**(i) School of Social Sciences & Philosophy – Executive Officer, Political Science**

The Committee received and noted a submission from the Head of the School of Social Sciences & Philosophy, circulated, seeking permission to make a permanent replacement appointment to the post of Executive Officer in the department of Political Science. The Committee, noting that the appointment had been provided for within the School's Strategic Staffing Plan, agreed that a replacement appointment be made.

**(ii) School of Pharmacy & Pharmaceutical Sciences – Laboratory Attendants**

The Committee received and noted a submission from the Director of the School of Pharmacy & Pharmaceutical Sciences, circulated, seeking permission to appoint a Laboratory Attendant on a whole-time permanent basis in replacement of a member of staff who had been granted prolonged disability income and to appoint a permanent part-time Laboratory Attendant who would be required for duty during term time only. The Committee agreed that a permanent replacement appointment be made to the post now vacant on disability grounds. In the case of the part-time, term-time appointment, the Committee noted that this post had not been incorporated into the School's strategic staffing plan, and agreed that further clarification of the requirement for this post was necessary before a decision could be reached. The Acting Secretary undertook to seek further information on this matter from the Head of School.

**(iii) School of Engineering**

**(a) Executive Officer, Electronic & Electrical Engineering**

The Committee received and noted a submission from the Head of the School of Engineering, circulated, seeking permission to make a permanent replacement appointment to the post of Executive Officer in the Department of Electronic & Electrical Engineering. The Committee, noting the Recruitment Manager's concerns in relation to this proposal, agreed that consideration of this submission be deferred until further information was made available.

**(b) Research Lecturer, Electronic & Electrical Engineering**

The Committee received and noted a submission from the Head of the School of Engineering, circulated, proposing the transfer of a Senior Experimental Officer in the Department of Electronic & Electrical Engineering to a Research Lectureship. The Committee agreed that this proposal fell outside its remit. Noting that the Junior Promotions Committee was currently reviewing proposals for transfer to the Lecturer grade referred from the Administrative & Library Staff Review Committee and from the Technical Staff Review Committee, the Committee agreed that it would be appropriate, in the first instance, to forward this application to the Technical Staff Committee for initial consideration; in the event that the Technical Staff Committee felt that a case for such a transfer had been made, the matter could then be referred on to the Junior Promotions Committee for further review.

**(iv) School of Medicine**

**(a) Administrative Officer (Student Administration)**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to make a permanent replacement appointment to the post of Administrative Officer, with responsibility for student administration, in the School Office. The Committee noted that this appointment had now been incorporated into the School's strategic plan and further noted that, prior to the submission of the plan, permission had been granted to fill this post on contract for a period of one year. In these circumstances, the Committee agreed that a decision on a permanent replacement appointment should be deferred and the request should be reviewed in the overall consideration of the School's strategic staffing plan.

**(b) Secretary, Department of Obstetrics & Gynaecology**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to make a replacement appointment to the post of Secretary in the Department of Obstetrics Gynaecology. The Committee, noting that this appointment was included in the School's Strategic Staffing Plan, and that it was proposed to replace a permanent post with an appointment on contract for a period of three years, agreed that the replacement appointment should proceed on the basis proposed.

**(v) Office of Dean of Students, Junior and Senior Deans**

The Committee received and noted a submission from the Dean of Students, circulated, seeking permission to make a new, half-time appointment in the grade of Executive Officer to support the work of the Dean of Students and the Junior and Senior Deans. The Deputy Treasurer indicated that he was not aware of any financial provision made in respect of this appointment, which, being a new post in an administrative area, would represent additional costs over and above the 2004/05 baseline for Administrative Areas, and was, therefore, susceptible to funding arrangements to be made in the College's annual estimates process. The Committee agreed that, in the absence of specified funding arrangements, it could not proceed with a consideration of this application. It was further agreed that the Deans concerned be advised to refer to the Executive Officers with a request that funding for this purpose be identified and that, if funding

were to become available to support this post, then the case be brought back to the Personnel & Appointments Committee for endorsement.

**(vi) Department of Sport – Duty Managers (2)**

The Committee received and noted a submission from the Director of Sport, circulated, seeking permission to make two appointments to posts of Duty Manager to assist in the preparation for the opening of the new Sports Centre. The Committee noted the Deputy Treasurer's advice that a Financial Plan for the new Centre was to be submitted to the Finance Committee at the end of November 2006, and that the staffing plan for the Centre would be shaped around the financial plan. Noting that it was intended to open the new facility in April 2007, and that the posts now proposed were regarded as essential to meeting that target date, the Committee agreed that two permanent Duty Managers should be appointed, the appointments to be made on the Executive III or Executive II Grade. The Committee further agreed that these posts should be the subject of internal College-wide advertisement in accordance with the normal recruitment policy; in the event that these appointments created additional pay costs in the Department of Sport then provision for any such costs was to be incorporated into the Department's Financial Plan before its submission to the Finance Committee.

**(vii) Director of Buildings Office**

**(a) Mail Room Supervisor**

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to make a permanent replacement appointment to the post of Mail Room Supervisor which would fall vacant as a consequence of a retirement on 30<sup>th</sup> September 2006. The Committee agreed that a permanent replacement appointment be made, and, noting the reference to a confined competition for the post, agreed that the Director of Buildings be advised that the appointment should be offered for open competition on a College-wide basis.

**(b) Attendant – Hamilton Building**

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to extend for a period of one year the arrangement for the secondment of a permanent member of staff of the Housekeeping Department to an Attendant post. The Committee, noting that it was necessary to retain this post pending the completion of the reorganisation of the cohort of Attendants, agreed that the existing arrangements be maintained for a further period of one year.

**(c) Groundsperson**

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to make an appointment to the Grounds staff on contract for a period of one year. The Committee noted that this requirement arose from an earlier decision which granted a Career Break to a member of staff assigned to the Santry Playing Fields and the subsequent request of a member of the campus grounds staff to transfer for one year to the Santry facility. The Committee agreed that a temporary replacement appointment be made for one year.

### **PAC 2006-07/9 Transfer of Contract Lectureships to Permanent Posts**

The Committee received and noted a submission from the Head of the School of Engineering, circulated, seeking permission to transfer four named Lecturers currently engaged on fixed-term contracts to permanent posts.

Having received assurances from the Acting Secretary that these proposals had been incorporated into the School's Strategic Plan, as approved by the Board, the Committee assessed each of the cases presented in the context of the Board-approved policy for the conversion from fixed-term to permanent posts in exceptional circumstances and agreed that, before determining a recommendation to the Provost and Executive Officers, the School should furnish to the Committee the *curriculum vitae* of each of these four members of staff, together with an assurance that the School's Executive Committee had considered and endorsed the proposals for permanency, and an indication of the means whereby each of these Lecturers would progress and fulfil the objectives defined in the School's Strategic Plan.

### **PAC 2005-06/ 10 Applications for Leave of Absence**

The Committee received and noted submissions from the Head of School and Vice-Dean concerned, circulated, seeking approval for the granting of leave of absence in the following cases:

Dr. Louis Brennan, School of Business – Michaelmas Term 2006

Dr. David Coghlan, School of Business – Michaelmas Term 2006

Professor Tony Kavanagh, Department of Genetics, Vice-Deanery of Science – Michaelmas Term 2006 and Trinity Term 2007.

The Committee, noting that leave of absence was sought in each case for the purpose of full-time research, agreed to recommend to the University Council that leave of absence be granted in these cases, noting that proper provision had been made for undergraduate teaching and postgraduate supervision during the periods of absence.

The Committee received and noted a submission from the Director of the School of Nursing & Midwifery, circulated, requesting the Committee to vary its earlier recommendation that Ms. Kathleen Neenan be granted one academic term's leave of absence. Noting that Ms Neenan had now secured research funding such as to support her salary costs while pursuing her PhD, the Committee agreed to recommend that Ms. Neenan be granted leave of absence for the academic year 2006/07.

### **PAC 2006-07/11 Extension of Career Break**

#### **IS Services**

The Committee received and noted a submission from the Director of IS Services, circulated, seeking permission to extend for a further year the Career Break of Mr. Michael Dolan. The Committee approved the extension of Career Break in this case, and further approved the continuing temporary replacement arrangements proposed by the Director.

In the matter of the policy governing Career Breaks generally, the Acting Academic Secretary enquired at what point in its consideration of applications the Committee should raise questions concerning the disruption of services arising from the granting of Career Breaks. Noting that this was a matter for consideration by Heads of School or Administrative Area, and one on which the Head needed to be satisfied before endorsing an application for a Career Break, the Committee agreed that it should revert to this matter when discussing policy on leaves of absence generally at its next meeting.

## **SECTION B**

No agenda items.

## **SECTION C**

### **PAC 2006-07/ 12 Staff Appointments – Self-Financing**

#### **(i) Senior Lecturer's Area/IS Services – Reports Programmer (SAS Project)**

The Committee received and noted a submission from the Acting Academic Secretary, circulated, seeking permission to appoint a Reports Programmer in IS Services on contract for a period of one year, renewable for one further year if necessary, to facilitate the development of reports for the new student administration system and to cater for ongoing development in compliance with the Bologna Agreement. The Committee, noting that the post was to be funded in full from dedicated funding received from the HEA in respect of the Bologna Agreement, agreed that the appointment should be made for one year as proposed, and should, if necessary, be extended for a second year, the appointment to be made on the Administrative Grade III/II scale.

The Acting Academic Secretary withdrew from the meeting during consideration of this item of business,

#### **(ii) Department of Sport – Sports/Fitness Instructor**

The Committee received and noted a submission from the Director of Sport, circulated, seeking permission to extend for a period of one year the contract of a Sports/Fitness Instructor. Noting that the appointment was supported from income accruing to the Department from self-financing activities, and that an extension of contract was compliant with the provisions of the Protection of Employees (Fixed Term Work) Act 2003, the Committee agreed that the contract in this case be extended for a period of one year.

#### **(iii) The Library**

##### **(a) Conservation Project Technician**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to appoint a Conservation Technician on contract for the purpose of undertaking pigment analysis on the Book of Kells. The Committee, noting that the appointment was to be

funded from tourist income accruing from the Long Room, and that the project was to be of eight weeks' duration, agreed that the appointment should proceed.

**(b) Conservation Attendants – Old Library**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to make three replacement appointments to posts of Conservation Attendant in the Old Library, and to extend one existing contract, the contracts to be for the specified purpose of continuing the programme of book cleaning in the Old Library. Noting that these appointments were to be funded in full from donations to the Library and from Long Room income, and that sufficient funding was available for the purpose, the Committee agreed that three appointments should be made, and one contract extended, as proposed.

**(iv) Accommodation Office – Accommodation & Conference Administrator**

The Committee received and noted a submission from the Director of Accommodation & Catering Services, circulated, seeking permission to make a replacement appointment to the post of Accommodation & Conference Administrator. Noting that this post made an important contribution to the revenue streams of the area, and that the costs of the appointment were to be covered in full from trading revenues accruing from the Study Programmes & Conference account, the Committee agreed that a permanent replacement appointment should be made.

**(v) Institute of Molecular Medicine/Department of Clinical Medicine – Technical Manager**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to appoint to a new post of Technical Manager a member of staff currently engaged on contract and funded from the research income accruing to the Institute of Molecular Medicine. The Committee agreed that, before it could proceed to a full consideration of this proposal, it would be necessary to have to hand further information on the nature of the contract proposed, the proposed duties of the post, the grade in which the appointment was to be made and the future funding arrangements for the appointment.

**(vi) Children's Research Centre – Research Fellow**

The Committee received and noted a submission from the Directors of the Children's Research Centre, circulated, seeking permission to amend the contract of a Research Fellow from a contract for a fixed term to a contract of indefinite duration. The Committee noted that there existed no legislative reason for the appointment to be so converted, the existing contract having two further years to run. The Committee further noted that, at an earlier meeting, it had approved the recognition of the Research Fellow in the status of Associate Research Lecturer, and that the present application was brought forward to facilitate an arrangement whereby the Research Fellow could undertake the supervision of postgraduate students, the College's current regulations being such as to preclude from supervisory duties any person whose appointment was not either permanent or of indefinite duration. The Committee agreed to defer further consideration of this item until further clarification had been received.



**PAC 2006-07/ 13 Strategic Plan, School of Medicine**

In accordance with the terms of the Resources Strategy Evaluation document prepared by the Vice-Provost, Senior Lecturer and Bursar, the Committee conducted its review of the Strategic Staffing Plan submitted by the School of Medicine.

**PAC 2006-07/ 14 School of Chemistry – School Administrator**

The Committee received and noted a memorandum from the Staff Relations Manager, circulated, detailing the circumstances surrounding the proposed appointment of a School Administrator in the School of Chemistry. The Committee noted the background to this case, in particular the fact that the School had in place an Administrator under the title Freshman Teaching Co-Ordinator; it was the School's case that the person appointed to this post was already undertaking the major part of the duties of a School Administrator; the School had neither the requirement for, nor the funding to support, a second Administrator, and was of the view that the current incumbent of the existing post should be appointed as School Administrator. It was SIPTU's view, however, that the post of School Administrator was a new appointment which should be the subject of advertisement and competition. The Committee noted that the matter had been referred to third-party review at the LRC. The Committee received a letter from SIPTU, tabled, which affirmed the Union's view that this was a new post.

The Committee, having reviewed the job description of the Junior Freshman Teaching Co-Ordinator, and the standard job description for School Administrators, concluded that the posts were not the same, but were different in content and emphasis.

**PAC 2006-07/ 15 Date of Next Meeting**

The Committee agreed to meet again on Wednesday, 18<sup>th</sup> October 2006 at 10.30 a.m. in the Board Room.

SIGNED.....

Vice-Provost

DATE.....