

**UNIVERSITY OF DUBLIN
TRINITY COLLEGE**

PERSONNEL & APPOINTMENTS COMMITTEE

The Personnel & Appointments Committee met on Wednesday, 18th October 2006 at 10.30 a.m. in the Board Room.

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

IN ATTENDANCE: Establishment Manager (Acting Secretary);

Apologies for absence were received from Professor W. Blau and the Recruitment Manager

Before commencing the business of the meeting, the Vice-Provost welcomed Professor Biggar, attending for the first time as a representative of the Board, and Professor Whyte, attending for the first time as representative of the Heads' Committee, and recorded warm thanks to Professor Eunan O'Halpin, out-going Board representative, for his services to the Committee.

PAC 2006-07/ 16 Minutes of last Meeting

The Minutes of a meeting of the Personnel & Appointments Committee held on 31ST August 2006 were approved and signed.

PAC 2006-07/17 Matters arising from the Minutes

A number of matters arising from the previous meeting were discussed and are recorded below. (PAC 2006-07/ 18- PAC 2006-07/ 21 inclusive below)

PAC 2006-07/ 18 School of Engineering - Transfer of Contract Lectureships to Permanent Posts

The Committee received a memorandum from the Head of the School of Engineering, circulated, confirming that a proposal to convert four contract Lectureships to permanent posts had received the full and unequivocal support of the School Executive. The Head of School further identified for the benefit of the Committee the ways in which these appointments would advance the Strategic Plan of the Engineering School.

The Committee received a full *curriculum vitae* for each of four named Lecturers, and 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. 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, being satisfied that exceptional circumstances had been demonstrated, and that the skills and expertise described should be

retained by the College, agreed to recommend to the Provost and the Executive Officers that these four Lecturers be appointed to permanent posts in accordance with the provisions of the policy and procedure for such conversion.

PAC 2006-07/ 19 School of Engineering – Executive Officer, Electronic & Electrical Engineering

The Committee received and noted a comprehensive report from the Recruitment Manager on the circumstances surrounding a redundancy which had occurred in this post in May 2006, in particular the directions received from the Department in relation to its financial position. Having regard to the background of this case, and to the legal redress available to a staff member in circumstances in which a post, being made redundant, were subsequently replaced within a relatively time frame by an appointment the same, or similar, in its description, the Committee agreed that no replacement appointment be made in this case. The Committee further agreed that the School was at liberty to bring forward a proposal for a restructured post, to meet its revised needs, as part of its Strategic Staffing Plan for 2007/08.

PAC 2006-07/ 20 Children’s Research Centre – Contract of Indefinite Duration

The Vice-Provost reported that, following discussions with the Head of the School of Social Work Social Policy, it had become clear that the proposal for the transfer of a Research Fellow from a fixed-term contract to a contract of indefinite duration was based upon the wish of the School to advance its strategic objective to enhance the number of its postgraduate students, and to increase income from that source. Under existing regulations, a person engaged on a contract for fixed term was precluded from acting as supervisor of postgraduate students. Issues of retention were also a consideration in this case. Exceptionally, in the case now before the Committee, the funding to support the Research Fellowship derived from a number of contracts, was not tied to any one specific project, and its duration was, accordingly, incapable of precise ascertainment. The Committee noted that the Dean of Graduate Studies was in support of this proposal, as being central to the School’s research strategy. Following scrutiny of a number of elements of this case the Committee agreed that the circumstances were exceptional and, this being so, the Research Fellow concerned should now be placed on a contract of indefinite duration, the appointment to be linked to the continuation of research income generally in the Children’s Research Centre.

Following consideration of this matter, the Committee agreed that there was a need for an explicit policy governing the transfer of staff from fixed-term to indefinite duration contracts, and agreed to revert to this matter at a later meeting.

PAC 2006-07/ 21 Academic Titles

The Acting Secretary reported on the most recent meeting of the group established by the Heads’ Committee under the chairmanship of the Dean of Graduate Studies to review academic titles, which she had attended by invitation. The Committee noted that the report, which was now expected to issue in or about November 2006, would deal with appropriate titles and designations for Research Staff, and would propose a protocol for appointments to Honorary Professorships. It was noted that the report would be submitted first to the Heads’ Committee,

and would then come forward for consideration by the Personnel & Appointments Committee. It was anticipated that feedback from the Heads' Committee might identify issues to be addressed by the Personnel & Appointments Committee.

The Vice-Provost reported that, separately, she had met with the Dean of Research, the Dean of Graduate Studies and representatives of the Staff Office and Research Office to initiate discussions on interlinked issues relating to research staff, including the appointment of researchers to Research Lectureships. The Committee, noting that these were issues of considerable significance, agreed that a sub-committee should be established with joint membership from the Research and Personnel & Appointments Committees, to review the existing situation and make recommendations for the future.

SECTION A

PAC 2006-07/ 22 Leave of Absence

Professor Eunan O'Halpin, Chair of the Committee's sub-group established to review existing policy and practice on Leave of Absence and make recommendations in relation to future policy, attended by invitation to present the findings of the sub-group. In presenting the sub-group's findings Professor O'Halpin drew particular attention to the following matters identified as warranting consideration in the context of a revised policy:

- The absence of a transparent and equitable leave rota in some departments
- Acceptance of out of rota sabbatical leave
- Acceptance of back to back sabbatical leave (e.g. through the acquisition of external funding for an additional year or years)
- Apparent inequity between senior and junior colleagues in the provision of sabbatical leave, linked to ability to secure external funding or to cover the costs of part-time replacement teaching.
- Neglect of the interests of non-permanent staff, or of staff who have been on contracts for a number of years before becoming permanent.
- Provision of sabbatical leave without seeking any undertaking from staff, binding or not, to return to College to work for an agreed period following such leave
- The apparent use of sabbatical leave as means of 'testing the water' in alternative academic employment, a practice which smacks of pluralism and which may result in the blocking of a permanent post for a considerable period of time to the detriment of the department concerned and of the career opportunities of non-permanent staff.
- The absence of a policy governing leave of absence for professional, administrative and other support staff for purposes of professional development.

The Committee noted that the sub-group had not considered policy in respect of members of staff elected for political service, whether to the Dáil, the Seanad or the European Parliament, but that the group believed that it would timely now to put in place a broad set of principles.

In the course of a lengthy discussion on this report the Committee identified a number of issues relating to leave of absence, including the extent to which semesterisation might reduce the demand for academic leave of absence, the availability of funding to support leave of absence and the fact that such funding was more readily available to senior, established academic staff than to more junior staff, the requirements for replacement appointments and their associated costs. A question in relation to leave of absence for the purpose of taking a seat in the Senate was raised, and it was agreed that this should be considered in the context of leave of absence to permit taking up elected office generally.

The Committee thanked Professor O'Halpin and the members of the sub-group for their most comprehensive and useful report, and agreed that this report should now be forwarded to the Heads' Committee for its views, before commencing the business of articulating its content in a draft policy document for submission to the University Council and the Board.

PAC 2006-07/ 23 Procedures for Review of Probation (Academic Staff)

The Committee received and noted a draft document, circulated, proposing a revised procedure for the review of the probationary period of academic staff. The Committee noted that these proposals had been circulated for consideration at a meeting on 24th July, and, it having been agreed that it was not appropriate to review matters of policy during the Vacation period, the matter had been deferred for review in Michaelmas Term.

The Committee noted that the revised procedures were intended both to support Lecturers during their probationary years, and to ensure a robust review during and on completion of the probationary period. In particular it was noted that the proposals made provision for the setting of criteria and objectives for the period of probation, for more frequent assessment during the probationary years, and for the appointment of mentors.

The Committee approved the revised procedures as presented, subject only to the expansion of Clause 10 to read:

*"In the event that the Junior Promotions Committee considers that the probationary period should, on balance, be continued, but that remedial action is required, then the Head of School will be so informed, with advice, as appropriate, as to what should be done to rectify matters. At the same time this advice will be conveyed to the probationary Lecturer, **together with a note indicating the consequences of failure to comply with the standard set, to include the advice that there exists the possibility that any such failure will result in the termination of employment.**"*

The Committee agreed that the revised Probationary Review Procedures should now be forwarded to the Heads' Committee, the Partnership Committee and the Junior Promotions Committee for their observations, and that the matter be reviewed again in the context of the responses received from those Committees before the proposed regulations were submitted to the University Council and the Board for their approval.

PAC 2006-07/ 24 Administrative & Support Services – Budget 2006/07

The Committee received and noted a communication from the College Secretary advising of the decision of the Executive Officers in relation to the budgetary arrangements to be observed for Administrative and Support areas in the year 2006/07. The Committee noted that, in the context of incomplete restructuring and the current pressure on administrative areas, the Executive Officers had agreed that the implementation of the Board decision in regard to a new budgetary mechanism was to be deferred for a year and that, accordingly, the existing position, adjusted for budget changes, should remain in place for the year 2006/07.

PAC 2006-07/ 25 Composition of Academic Nominating Committees

The Committee received and noted a memorandum from the Recruitment Manager, circulated, inviting the Committee's attention to the requirement for a review of the composition of Nominating Committees for academic appointments in the restructured environment and, in particular, for a definition of the role of Head of School *vis a vis* that of Faculty Dean in the recruitment process. The Committee, noting that further restructuring proposals were currently under consideration by the Heads' Committee, the University Council and the Board, agreed to defer consideration of this matter until the outcome of current proposals had been established, and to revert to a consideration of this item in December 2006 or January 2007.

PAC 2006-07/ 26 Emergency Fund

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 on contract for a period of six months 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 €15,000 should be made in this case.

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

(ii) School of Chemistry

The Committee received and noted a submission from the Head of the School of Chemistry, circulated, seeking an allocation from the Emergency Fund to provide essential replacement teaching during the absence, on Maternity Leave, of a member of staff of the School. The Committee agreed that a sum of €4,300 be allocated for this purpose, as requested.

(iii) School of Languages, Literatures & Cultural Studies - French

The Committee received and noted a submission from the Head of the School of Languages, Literatures & Cultural Studies, circulated, seeking an allocation from the Emergency Fund to cover the costs of essential replacement teaching during Michaelmas Term 2006 during the absence, due to illness, of a member of staff in the Department of French. The Committee agreed that the requested sum of €3,108 be allocated in this case.

(iv) School of Engineering – Electronic & Electrical Engineering

The Committee received and noted a submission from the Head of the School of Engineering, circulated, seeking an allocation from the Emergency Fund to meet the costs associated with the appointment of a temporary Lecturer/Co-Ordinator for the M.Phil course in Music & Media Technologies during the recovery period of a member of staff of the Department who had been seriously ill. The Committee agreed that a sum of €32,722 be allocated from the Emergency Fund to meet this requirement.

(v) Review of Emergency Fund

The Committee received from the Acting Secretary a report on the expenditure from the Emergency Fund for the year ended 30th September 2006. It was agreed that full consideration of this report should be deferred to the next meeting.

PAC 2006-07/ 27 Staff Appointments – *Cista Communis* funded

(i) School of Social Sciences & Philosophy

(a) Lecturers in Economics

The Committee received and noted a submission from the Head of the School of Social Sciences & Philosophy, circulated, seeking permission to appoint to two permanent Lectureships in Economics. Noting that these appointments had been incorporated into the School's strategic staffing plan for 2006/07, and had been approved by the Board, the Committee agreed that these appointments should now be advertised.

(b) Executive Officers – Economics and School Office

The Committee received and noted a submission from the Head of the School of Social Sciences & Philosophy, circulated, seeking to appoint two Executive Officers, one permanent, the second on contract for a period of one year. The Committee noted that this proposal was based upon a requirement to make a replacement appointment in Economics for a member of staff seconded to other duties for a three-year period, the contracted replacement for whom had now been appointed to a permanent position elsewhere in College, and thus to prevent the disruption caused to the work of the Department by a successive turnover of contract staff. At the termination of the secondment period in November 2007, the proposed permanent appointment would revert to the School Office, to support the Head of School, the School Administrator and the Directors of Teaching and Research. The Committee agreed that a temporary replacement appointment be made in the Department of Economics for the remaining period of the secondment, and proposed that the School should bring forward the proposal for a new Executive Officer appointment in the School Office as part of its Strategic Staffing Plan for 2007/08.

(ii) School of Drama, Film & Music – Assistant Theatre Manager (Part-time)

The Committee received and noted a submission from the Head of the School of Drama, Film & Music, circulated, seeking permission to appoint to a post of Assistant Theatre Manager on a half-

time basis, the appointment to replace in part the duties of the Theatre Manager who had now been appointed to the post of School Administrator (half-time), while continuing to retain 50% of his Theatre Manager functions. The Committee, noting that an appointment of one year's duration was proposed, and that no additional costs would be incurred in this arrangement, agreed that the appointment should proceed as proposed.

(iii) School of English – Executive Officer

The Committee received and noted a submission from the Head of the School of English, circulated, seeking permission to transfer an Executive Officer from a fixed term contract to a contract of indefinite duration. The Committee noted that a further extension of contract in this case was not compliant with the provisions of the Protection of Employees (Fixed Term Work) Act 2003, and further noted that the appointment was in part supported from fee income accruing to the M.Phil programme in Creative Writing. Having regard to these circumstances, the Committee agreed that a contract of indefinite duration should be issued in this case, the continuation of the appointment to be contingent upon the availability of the fee income which in part supports the post.

(iv) School of Languages, Literatures & Cultural Studies – Lecturer in Germanic Studies (Part-time)

The Committee received and noted a submission from the Head of the School of Languages, Literatures & Cultural Studies, circulated, seeking permission to appoint a half-time Lecturer in Germanic Studies on contract for a period of three years, to relieve the Head of School of some teaching and administrative duties in his home Department. Noting that no source of funding had been identified for the support of this new post, and further noting the Head of School's observation that such an appointment had been part of the agreement to the formation of the School, the Committee requested clarification on the funding arrangements, and proposed that the School should bring this appointment forward in its Strategic Staffing Plan.

(v) School of Linguistic, Speech & Communication Science – Lecturer in Clinical Speech & Language Studies

The Committee received and noted a submission from the Head of the School of Linguistic, Speech & Communication Science, circulated, seeking permission to transfer to a contract of indefinite duration a Lecturer in Clinical Speech & Language Studies currently engaged on a fixed-term contract. The Committee, noting that this proposal had been contained in the School's Strategic Staffing Plan, and had been approved, agreed that a contract of indefinite duration be issued in this case.

(vi) School of Psychology

The Committee received and noted a submission from the Head of the School of Psychology, circulated, seeking permission to appoint to a whole-time post of Executive Officer for a period of one year. The Committee noted that permission had already been granted for a half-time

appointment,¹ to be funded from self-financing courses in the School, and that funding for the remaining half of the post was to derive from the express wish of two permanent Executive Officers to reduce their working hours from five to four days per week. Having regard to these arrangements, the Committee agreed that one whole-time Executive Officer should be appointed on contract for one year.

(vii) School of Engineering – Temporary Attendants (Part-time), Electronic & Electrical Engineering

The Committee received and noted a submission from the Head of the School of Engineering, circulated, seeking permission to appoint three temporary, part-time Laboratory Attendants to provide essential assistance in the Department of Electronic & Electrical Engineering, in replacement of an unfilled vacancy arising from the prolonged absence, due to illness, of a member of staff. The Committee agreed that these temporary appointments should proceed for the current year, during which the post should be reviewed by the School in the context of its Strategic Staffing Plan.

(viii) Information Systems Services

(a) Programmer, Management Information Systems Group

The Committee received and noted a submission from the Director of IS Services, circulated, seeking permission to make a replacement appointment to a post of Programmer in the MIS group following the resignation of a member of staff at the end of a Career Break. The Committee, noting that this appointment supported the Student Administration System, and further noting that a report was in preparation on the development of the system, agreed that consideration of a replacement appointment in this case should be deferred for the time being.

(b) Temporary, Part-time Attendants (2 posts)

The Committee received and noted a submission from the Director of IS Services, circulated, seeking permission to retain for a period of eight months the services of two temporary, part-time Attendants providing specialist support for systems and networks areas. The Committee, noting that the hours of attendance were 5 per week, and that funding to support these posts was available within the non-pay budget of IS Services, agreed that the appointments should continue as proposed by the Director.

(c) MIS Programmer (Director of Buildings Projects)

The Committee received and noted a submission from the Director of IS Services, circulated, seeking permission to replace for a period of one year a Programmer now appointed to a permanent position who had previously been engaged to work on projects for the Director of Buildings. The Committee, noting that the appointment was to be supported by funding provided by the Director of Buildings, agreed that an appointment should proceed, contingent upon the receipt of formal confirmation from the Director of Buildings of his intention to provide financial support for the post for a further year.

¹ PAC, 31st August 2006

(ix) Provost's Office – Senior Executive Officer

The Committee received and noted a submission from the College Secretary, circulated, seeking permission to appoint a permanent Senior Executive Officer in the Provost's Office. Noting that the proposed appointment was a replacement for a member of staff who had resigned, the Committee agreed that a replacement appointment be made.

(x) Officer of International Student Affairs

The Committee received and noted a submission from the Director of International Student Affairs, circulated, seeking permission to make a permanent appointment in the grade of Executive Officer in the Officer of International Student Affairs. The Committee, noting that the proposed appointment would replace a post currently held on contract, and that no additional costs would be incurred, agreed that a permanent appointment be made.

(xi) Graduate Studies Office

The Committee received and noted a submission from the Acting Academic Secretary, circulated, seeking permission to make two replacement appointments to posts of Executive Officer in the Graduate Studies Office, one appointment to be permanent, the second to be on contract of indefinite duration. In the case of the permanent post, the Committee agreed that a replacement appointment should proceed. In the case of the proposed appointment of indefinite duration the Committee, noting that no objective reason could be adduced for the cessation of such a contract, considered the circumstances in which the post had most recently been filled on a fixed-term contract of three years' duration. The Acting Secretary advised that this post, which had formerly been permanent, had fallen vacant at a time when the Committee was empowered to fill posts only on a one-year basis; in the context of representations made in respect of Graduate Studies, in particular the high turnover of staff in the area, the Committee had then agreed that the post should be offered on contract for three years. Having regard to this background, and contingent upon confirmation of these facts from the Acting Academic Secretary, the Committee agreed that this appointment should now also be filled on a permanent basis.

(xii) Senior Lecturer's Area – Administrative Officer, Alumni/Proctors'/Seanad Electoral Office and Student Record Office.

The Committee received and noted a submission from the Acting Academic Secretary, circulated, seeking to make a replacement appointment in the grade of Administrative Officer in the Alumni/Proctors'/Seanad Electoral Office. The Committee, noting that the post had fallen vacant following a retirement, and that no additional costs would be incurred, agreed that a replacement appointment be made.

(xiii) Treasurer's Office – Executive Officer

The Committee received and noted a submission from the Deputy Treasurer, circulated, seeking permission to make one whole-time, permanent replacement appointment to a post of Executive Officer by the amalgamation of two permanent half-time posts, both currently vacant. The

Committee, noting that no additional costs would be incurred in consequence of this proposal, agreed that one whole-time Executive Officer be appointed to a permanent post.

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

(xiv) Student Counselling Service

The Committee received and noted a submission from the College Secretary, circulated, seeking permission to appoint a permanent Student Counsellor. The Committee, noting that the proposed appointment was a replacement, the post having fallen vacant by a resignation, and that no additional costs would be incurred, agreed that a replacement appointment be made.

PAC 2005-06/ 28 Nomination for Appointment

The Committee received and noted a nomination from the Head of the School of Business, supported by the School Executive, for the appointment of a Visiting Professor, circulated. The Committee, having reviewed the accompanying *curriculum vitae*, agreed to recommend to the University Council that

Dr. Gerard Hughes, B.Comm. (NUI); M.Econ.Sc. (Lond); Ph.D (Dubl)
be appointed a Visiting Professor in the School of Business for a period of two years, commencing as at 1st September 2006 and terminating on 31st August 2008.

PAC 2006-07/ 29 Career Break

Accommodation & Catering Services

The Committee received and noted a submission from the Director of Accommodation & Catering Services, circulated, seeking permission for the granting of a Career Break of three years' duration to Ms. Liane Donnelly, Systems Supervisor in the Accommodation Office. The Committee approved the granting of Career Break in this case, and further approved the appointment of a temporary Systems Supervisor, on contract for a period of three years, as proposed by the Director, the replacement appointment to be made on the Senior Executive II scale.

SECTION B

No agenda items.

SECTION C

PAC 2005-06/ 30 Staff Appointments – Self-Financing

(i) School of Medicine

(a) School of Medicine/IS Services – PAC Room Support, St. James’s Hospital

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to continue for a period of one further year the arrangement whereby a member of the staff of IS Services was seconded to the School of Medicine to provide student support for the PAC Rooms at the Trinity Centre at St. James’s Hospital. The Committee, noting that the appointment was funded from non-EU student fee income accruing to the School of Medicine, and that sufficient funds were available to support the continuation of this arrangement, agreed that the secondment be continued as proposed.

(b) Administrative Officer – Curriculum Administration

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to appoint to new post of Administrative Officer with responsibility for administration of the Medical School curriculum. The Committee noted that the proposed appointment was intended to meet the requirements of the Medical Council in relation to the delivery of teaching, and would ensure that the decisions of the School’s 5-year planning groups were communicated effectively and efficiently while having regard to the College’s policies and procedures. Noting that the appointment was to be funded in full from non-EU student fee income accruing to the School, and that a contract of three years was proposed, the Committee agreed that the appointment should be made.

(c) Occupational Therapy – Practice Education Co-Ordinator (1) and Regional Placement Facilitators (2)

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to appoint a Practice Education Co-Ordinator and two Regional Placement Facilitators in Occupational Therapy. The Committee, noting that these appointment were to be funded in full by the Health Service Executive for a period of three years, and that letters of commitment had been received from the HSE in respect of this undertaking, agreed that these three appointment be made, each to be offered on contract for a period of three years.

(d) Regional Placement Facilitator (Half-time) - Physiotherapy

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to appoint a Regional Placement Facilitator (Half-time) in Physiotherapy. The Committee noted that this appointment was to be funded in full by the Health Service Executive, and that a letter of commitment had been received from the Professional Education HR Directorate of the HSE undertaking to fund the appointment for a

period of three years from 1st October 2006. The Committee agreed that an appointment be made to this post.

(e) Lecturer in Neuroscience

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to offer a Lectureship in Neuroscience on a contract of indefinite duration. The Committee noted that a public competition had been held for a Lectureship in Neuroscience, to be held in the Department of Physiology on contract for a period of five years, funded from the HEA Expert Skills Programme. It was noted that the successful candidate for this appointment had indicated an unwillingness to accept the post on a contract for a fixed term,, but was willing to accept a contract of indefinite duration. The Committee, noting the Acting Secretary's report that the Head of the School of Biochemistry & Immunology, as fund-holder for the Neuroscience programme, was wholly in support of this proposal, agreed that the appointment be offered on contract of indefinite duration, linked to the Expert Skills funding.

(ii) School of Nursing & Midwifery

(a) Executive Officer – Postgraduate Courses

The Committee received and noted a submission from the Director of the School of Nursing & Midwifery, circulated, seeking permission to appoint to a post of Executive Officer with responsibilities for postgraduate Diploma and M.Sc. courses, in replacement of a member of staff now appointed to a permanent position in the School. Noting that the proposed appointment was to be of one year's duration, and was to be funded in full from income accruing to the School from self-financing courses, the Committee agreed that this appointment should proceed.

(b) Executive Officer – Undergraduate Programmes

The Committee received and noted a submission from the Director of the School of Nursing & Midwifery, circulated, seeking permission to make one replacement appointment in the grade of Executive Officer to complete the unexpired contract terms of two members of staff who had been appointed to permanent positions in the School. Noting that a contract of one year's duration was proposed, and that the appointment was to be funded in full from self-financing course income, the Committee agreed that an appointment be made.

(iii) School of Biochemistry & Immunology – Laboratory Attendant

The Committee received and noted a submission from the Head of the School of Biochemistry & Immunology, circulated, seeking permission to appoint to a new post of Laboratory Attendant, to be engaged in teaching term only, to support the increased activity in practical laboratory classes generated by additional student numbers in the Senior Freshman and Junior Sophister years. The Committee, noting the School's intention to include this post in its Strategic Staffing Plan for 2007/08, and further noting that, in the interim, the School was willing to meet the salary costs from income deriving from self-financing activity, agreed that an appointment be made at the earliest convenient date, the appointment to be on contract for each of the three terms of the current academic year.

(iv) Secretary's Office – Web Designer

The Committee received and noted a submission from the College Secretary, circulated, seeking permission to appoint a Web Designer on contract for a period of one year with the objective of clearing a significant backlog of projects registered for design and technical work, arising to a significant degree from the College's restructuring, and to provide a timely and professional service to the College community when new websites were requested. The Committee noting that the appointment was to be funded in full from a self-financing activity account in the Secretary's area, and that sufficient funds were available for the purpose, agreed that the appointment should proceed.

(v) Treasurer's Office

The Committee received and noted a submission from the Deputy Treasurer, circulated, seeking permission to appoint to a new post of Executive Officer to support the Purchasing Card project. The Committee, noting that the appointment was to be offered on contract for a period of one year and was to be funded in full from the Enterprise Ireland overhead accruing to the Treasurer's Office, agreed that the appointment should be made as proposed.

The Deputy Treasurer withdrew during consideration of this item of business.

(vi) Student Counselling Service

(a) Peer Support Programme

The Committee received and noted a submission from the College Secretary, circulated, seeking permission to continue for a period of one year the appointment of a Student Counsellor to continue the Peer Support Programme. The Committee, noting that this appointment was funded in full from the HEA and from the Trinity Trust, and that the appointment was to be co-terminus with the external funding, agreed that the appointment be extended for the one-year period proposed.

(b) Sessional Counsellor

The Committee received and noted a submission from the College Secretary, circulated, seeking permission to appoint a sessional Counsellor during the six-month period January to June 2007 to facilitate Student Counselling in responding to the peak demand period for its services. Noting that the appointment was to be funded in full from external monies accruing to the Service from mental health initiatives and access project funds, the Committee agreed that a sessional Counsellor be appointed.

PAC 2006-07/ 31 Other Business

Transfer from Fixed Term to Indefinite Duration Contract

The Committee received and noted a submission from the Head of the School of Languages, Literatures and Cultural Studies, circulated, seeking permission to transfer a German Language Instructor from a fixed-term contract to a contract of indefinite duration. As the meeting was no longer quorate, consideration of this item was deferred to the next meeting.

PAC 2006-07/ 32 Date of Next Meeting

The Committee agreed to meet again on Wednesday, 15th November 2006, at 10.30 a.m. in the Board Room.

SIGNED.....

DATE.....