

**UNIVERSITY OF DUBLIN  
TRINITY COLLEGE**

**PERSONNEL & APPOINTMENTS COMMITTEE**

The Personnel & Appointments Committee met on Wednesday, 15th November 2006 at 10.30a.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; Ms. P. Callaghan (Acting Academic Secretary)

IN ATTENDANCE: Establishment Manager (Acting Secretary);

Apologies for absence were received from Dr. J.O. Jones, Professor W. Blau, the Deputy Treasurer and Ms. D. Keogh.

**PAC 2006-07/ 33 Minutes of last Meeting**

The Minutes of a meeting of the Personnel & Appointments Committee held on 18<sup>th</sup> October 2006 were approved and signed.

**PAC 2006-07/ 34 Matters arising from the Minutes**

A number of matters arising from the previous meeting were discussed and are recorded below. (PAC 2006-07/35 - PAC 2006-07/ 40 inclusive below)

**PAC 2006-07/ 35 Sub-Group joint with Research Committee**

The Vice-Provost advised the Committee that, to progress the proposal for a sub-group joint with the Research Committee to review issues relating to research staff, including contract terms and the appointment of researchers to Research Lectureships, she had proposed that Professor N. Biggar, Professor G. Whyte and the Acting Secretary be the representatives of the Personnel & Appointments Committee on this sub-group. Noting that all had agreed to serve, the Committee endorsed the Vice-Provost's proposal.

**PAC 2006-07/ 36 IS Services – Programmer, MIS Group**

The Committee received and noted a memorandum from the Director of IS Services, circulated, clarifying the nature of the duties to be undertaken by a permanent Programmer in the Management Information Systems Group and indicating that these duties related to the existing student management system and were independent of the implementation of a new student system. In these circumstances, the Committee agreed that a permanent replacement appointment should proceed.

#### **PAC 2006-07/ 37 School of Medicine – Technical Manager**

The Committee received and noted a revised and more detailed proposal from the Head of the School of Medicine for the transfer of a member of staff in the Department of Clinical Medicine, currently engaged on fixed-term contract, to a permanent post of Technical Manager. The Committee noted that any further extension of fixed-term contract was legislatively unsustainable, and that the appointment was to be funded to the end of 2007 from PRTLTI monies and, thereafter, from non-EU student fee income accruing to the benefit of the Medical School. The Committee, agreeing that any further fixed-term contract would be inappropriate in this case, asked the Acting Secretary to enquire why a permanent post, and not a contract of indefinite duration, was sought, and to bring this information forward to the next meeting.

#### **PAC 2006-07/ 38 Academic Titles**

The Acting Secretary advised the Committee that a draft report had been prepared by the Dean of Graduate Studies, as Chair of the sub-group established by the Heads' Committee to review academic titles, and that the Dean had requested a meeting with the Acting Secretary and the Recruitment Manager to review this draft before its submission to the Heads' Committee and the Personnel & Appointments Committee. It was likely, therefore that this report would be presented to the Committee at its meeting in December.

#### **PAC 2006-07/39 Leave of Absence**

The Acting Secretary advised the Committee that the report of Leave of Absence prepared by the Committee's sub-group had now been forwarded to the Heads' Committee for review, and would be considered by the Heads at their meeting in November. The Committee agreed that this report should also be sent for consideration to the Senior Administrative Group.

#### **PAC 2006-07/ 40 Graduate Studies Office – Executive Officer**

The Acting Secretary reported that, following consultation with the Acting Academic Secretary and the Dean of Graduate Studies, she was in a position to confirm as correct her statement at Minute 27 (xi) of 18<sup>th</sup> October, relating to the circumstances in which an Executive Officer post in Graduate Studies, which had originally been a permanent post, had been filled on a contract for a fixed term of three years. In the light of this confirmation, the Committee affirmed its provisional decision that the post, now vacant, should be filled on a permanent basis.

### **SECTION A**

#### **PAC 2006-07/ 41 Emergency Fund**

##### **(i) Review of Emergency Fund 2005/06**

The Committee received from the Acting Secretary a report on the expenditure from the Emergency Fund for the year ended 30<sup>th</sup> September 2006. It was noted that the expenditure for the year had exceeded the available sum of €400,000; it was further noted, however, that allocations made, particularly in respect of replacement cover for periods of Maternity Leave,

were spent over two financial years, and that the Deputy Treasurer was satisfied that, by these means, the Committee had remained within its allocation for 2005/06. The Committee noted that the sum allocated to the Emergency Fund for the year 2006/07 stood at €500,000, and agreed to receive a quarterly report from the Acting Secretary on expenditure from the fund.

**(ii) International Student Affairs – Temporary Executive Officer**

The Committee received and noted a submission from the Director of International Student Affairs, 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 area during the absence, on Maternity Leave, of a member of the permanent staff of the office. The Committee agreed that an allocation of €10,000 should be made in this case.

**(iii) Senior Lecturer's Area – Temporary Executive Officer (Part-time), Admissions Office**

The Committee received and noted a submission from the Acting Assistant Academic Secretary, circulated, seeking an allocation from the Emergency Fund to provide an essential replacement for a part-time Executive Officer currently absent on extended sick leave. The Committee agreed that a sum of €3,500 be allocated to provide a temporary replacement for a period of three months.

**PAC 2006-07/ 42 Staff Appointments – *Cista Communis* funded**

**(i) School of Engineering – Lecturer in Civil Engineering**

The Committee received and noted a submission from the Head of the School of Engineering, circulated, seeking permission to appoint to a permanent Lectureship in Civil Engineering, the vacancy occurring in consequence of the appointment of an internal candidate to the Chair of Civil Engineering. The Committee, noting that a proposal to fill this post was contained in the School's Strategic Staffing Plan for 2007/08, agreed that consideration of this appointment should be deferred and should be reviewed again in the context of the overall staffing plan for the School.

**(ii) School of Psychology – Transfer from Fixed-Term Contract to Permanent Post**

The Committee received and noted a submission from the Head of the School of Psychology, circulated, proposing the transfer from a fixed term contract to a permanent post of a named Lecturer in Psychology. The Committee noted that this proposal had been contained in the School's Strategic Plan for the year 2006/07, and had been approved by the Board provided that it were demonstrated that such a transfer were necessary to comply with legislative requirements or that the post was of strategic importance to the School. The Committee, having heard a report from the Acting Secretary and from the Recruitment Manager on the contract history in this case, agreed that a continuation of fixed-term contract was not compliant with the provisions of the Protection of Employees (Fixed Term Work) Act 2003. Having considered the matter in some detail the Committee agreed that the case should be considered under the exceptional procedures

established for such transfers, and requested that the *curriculum vitae* of the Lecturer concerned be brought forward for consideration at the next meeting.

The Vice-Provost advised the Committee that the Strategic Planning process for 2007/08 would identify fixed-term contracts which were approaching their expiry date. In response to a question from the Senior Lecturer the Vice-Provost advised that, while it was desirable to identify at an early date all staff engaged either on fixed-term contracts or contracts of indefinite duration, with expiry dates in the case of the former, the Staff Office was not at present sufficiently resourced to undertake this major project which, it was intended, should cover all academic, administrative and support areas.

**(iii) Science Faculty Office – Executive Officer (Part-time)**

The Committee received and noted a submission from the Dean of Science, circulated, seeking permission to extend for a period of one year the contract of a Part-time Executive Officer in the Faculty Office. The Committee, noting that the appointment was to be funded in full from Expert Skills monies, and that the agreement of the particular Heads of School who were in receipt of this funding had been obtained, agreed that the contract should be extended for a period of one year, to 31<sup>st</sup> October 2007.

**(iv) IS Services**

**(a) Contract Programmer, User Support**

The Committee received and noted a submission from the Director of IS Services, circulated seeking permission to extend for a period of one year the contract of a Programmer in the User Support group. The Committee, noting that an extension of contract was legislatively compliant and that funding for this post was available from monies released by the Centre for Learning Technology on foot of the secondment of permanent staff of IS Services to the Centre, agreed that this contract be extended as proposed by the Director.

**(b) Permanent Programmer, User Support**

The Committee received and noted a submission from the Director of IS Services, circulated, seeking permission to advertise a permanent post of Programmer in the User Support group. The Committee noted that the appointment had hitherto been filled on fixed-term contract with funding accruing to the benefit of IS Services under the administrative arrangements relating to the transfer of Nursing to the College. Noting that other permanent appointments had been made in administrative areas using this source of funds, the Committee agreed that a permanent programmer post should be advertised.

**(c) Programmer (Job-Sharing), User Support**

The Committee received and noted a submission from the Director of IS Services circulated, seeking permission to make a permanent appointment to a Job-Shared post in the User Support Group, one member of the job-sharing partnership having retired. The Committee noted that, in accordance with the agreement relating to job-sharing, the vacant half post would be offered in

the first instance to the remaining partner and, if that offer were declined, the post would then be offered for open competition.

**(v) Communications Office**

The Committee received and noted a submission from the College Secretary, circulated, seeking permission to proceed with the appointment of a Press Officer and an Executive Officer in the Communications Office, funding for these two posts having been approved by the Board at its meeting on 27<sup>th</sup> September 2006. The Committee, noting that the proposed appointments were to be made on contract each for three years, agreed that the appointments should proceed, subject only to confirmation from the next meeting of the Board that the sum approved for this purpose was €150,000 per annum, there being some lack of clarity in the relevant minute of the Board in relation to the total sum made available for this purpose.

**(vi) The Library**

**(a) Assistant Librarian – Collection Management**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to appoint a permanent Assistant Librarian, Grade II, to replace a member of staff who had resigned while on a Career Break. The Committee agreed that a permanent replacement appointment be made in this case.

**(b) Temporary Assistant Librarian – Collection Management**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to extend for a period of one year the contract of an Assistant Librarian in Collection Management. The Committee, noting that the renewal of contract in this case was required to continue the replacement arrangements for a permanent member of staff currently on a Career Break, agreed that the contract be extended for the period 1<sup>st</sup> February 2007 to 31<sup>st</sup> January 2008.

**(c) Library Assistant (Job Share)**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to make a permanent replacement appointment to one half of a job-shared post of Library Assistant, following a resignation. The Committee, noting that any delay in making a replacement appointment would have an adverse effect on the processing of recently-acquired journals, both print and electronic, agreed that the appointment should proceed.

**(d) Library Assistant (Part-time, Term-time)**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to make a permanent replacement appointment to a part-time Library Assistant post. Noting that the post was filled on a part-time basis, during academic terms only, and was essential to guarantee required opening hours in the Berkeley/Ussher/Lecky Libraries, the Committee agreed that a replacement appointment should be made.

**(vii) Senior Lecturer's Office – Executive Officer**

The Committee received and noted a submission from the Acting Assistant Academic Secretary, circulated, seeking permission to make a permanent appointment to a post of Executive Officer in the Senior Lecturer's Office, in replacement of a member of staff who had been appointed to another post on the College staff. The Committee agreed that a permanent replacement appointment should be made.

**(viii) Office of the Director of Buildings**

**(a) Telephone Technician**

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to make a permanent appointment to a new post of Telephone Technician. The Committee noted that the requirement for this post arose from the increase of over 100% in the number of telephone extensions and direct lines occurring in the period since 1993 and currently serviced by a single Technician. The Committee, noting that the Director of Buildings proposed to fund the salary costs of this post from a reduction in contractor charges, combined with savings accruing from rationalisation of services contracted from Eircom, agreed that a permanent Telephone Technician should be appointed.

**(b) Grounds Staff**

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to make a replacement appointment to the College Grounds Staff, a vacancy having arisen in consequence of a resignation. The Committee agreed that a permanent replacement appointment should be made in this case.

**(c) Boat House Superintendent**

The Committee received and noted a submission from the Director of Buildings, circulated, seeking permission to make a temporary replacement appointment to the post of Boat House Superintendent, now vacant following a resignation. The Committee, noting that an immediate appointment was necessary to ensure the security of the Boat House premises at Islandbridge, agreed that a temporary replacement appointment be made on contract for a period of six months, as proposed, and further noted that during this six-month period consideration was to be given to the longer-term management of the Boat House.

**(ix) Department of Sport**

The Committee received and noted a submission from the Director of Sport, circulated, incorporating the staffing plan for the years 2007-09 for the new Sports Centre and seeking permission to make a number of appointments to support the enhanced activity of the Centre on its opening in April 2007. The Committee noted that the Financial Plan for the new Centre was to be submitted to the Finance Committee for review at its meeting in November 2006, and a decision on the proposed staffing levels was sought by the Director of Sport contingent upon the Finance Committee's approval of the financial and business plan. The Committee noted that the very significant upgrade in the facilities provided would incur a significant increase in costs;

it was noted, however, that the costs of the proposed new appointments were to be met from income generated by the facility and that all new posts were to be filled on contract, to provide a desirable degree of flexibility in the event that the anticipated income fell short of that required to meet outgoings. The Committee further noted that these posts were necessary to comply with Health & Safety legislation and industry standards. In response to a question from Ms. Leahy, the Acting Secretary advised that recruitment to all the proposed posts would be the subject of an internal competition, in accordance with standard practice. The Committee agreed that, subject to confirmation from the Finance Committee of its approval of the financial plan, the following appointments should be made: Administrative Officer (Member Services & Marketing); two Duty Managers; one Executive Officer to cover administration, membership, finance and bookings; two Sports Centre Receptionists; 3 Fitness Instructors; 5 Swimming Pool Attendants, and that all appointments should be offered on contract for a period of one year with the exception of the Administrative Officer (Member Services & Marketing), who should be appointed on contract for a period of three years.

#### **(x) Housekeeping Department – Housekeeping Assistants (Part-time)**

The Committee received and noted a submission from the Director of Accommodation & Catering Services, circulated, seeking permission to make six permanent replacement appointments in the grade of Housekeeping Assistant (Part-time), these vacancies having arisen from three retirements, one death and two resignations. The Committee agreed that a permanent replacement appointment be made in each case, and further agreed that, in accordance with the practice in the area, these appointments be filled from among the existing cohort of Housekeeping Assistants engaged on fixed-term contract.

#### **PAC 2006-07/ 43 Applications for Leave of Absence**

The Committee received and noted applications for leave of absence received from the Director of the School of Nursing & Midwifery, circulated, proposing the granting of leave of absence in Hilary Term 2007 to four Lecturers in the School.

Noting that satisfactory arrangements to cover undergraduate teaching and postgraduate supervisions, as appropriate, had been made in the case of Dr. Mary McCarron, and that the purpose of the proposed leave was based on clearly-defined research objectives, the Committee agreed to recommend to the University Council that leave of absence be granted to Dr. McCarron in Hilary Term 2007.

In considering the remaining three cases the Committee, while having regard to the practice in the School of granting leave of absence for the pursuit of doctoral degrees to ensure that as many as possible of its staff was qualified to PhD level, took the view that the proposals for the work to be undertaken during the period of leave were inadequate and, if agreed, would suggest that there was no parity of access to the facility of leave of absence for academic purposes. In particular, the Committee was concerned to note proposals that leave of absence should be granted to staff to enable them to reach a point at which PhD studies could commence, and that leave should be granted for the writing-up of journal articles. The Committee took the view that the activity defined for the leave of absence in these cases was a normal, standard part of the day-to-day work of a member of the academic staff, and should be carried out on campus with, if

necessary, a reduced teaching load. The Committee was also concerned to note that the Lecturers concerned had stated an intention to relinquish their postgraduate supervisions for the period of leave, and asked for clarification as to whether, under the College's regulations, such an arrangement was permissible. The Committee agreed to review these applications again at its next meeting, provided that the necessary clarifications were received and on condition that more focused details of the purpose of the leave were submitted, together with a statement of the benefits accruing to the individual and to the School from the granting of leave in these cases.

#### **PAC 2006-07/ 44 Nominations for Appointment**

The Committee received and noted nominations from the Head of the School of Medicine and from the Director of the School of Nursing & Midwifery, for appointments as Visiting Professor, circulated. The Committee, having reviewed the accompanying *curriculum vitae* in each case, agreed to recommend to the University Council that the following be appointed as Visiting Professors for the periods specified:

Brendan James Whelan, B.A. (NUI); M.A. (NUI); M.Sc. (Lond) for a period of three years commencing in 1<sup>st</sup> January 2007

Susan McClaren, B.Sc. (Newcastle); SRN; PhD (Surrey) for a period of two years, commencing on 1<sup>st</sup> November 2006.

#### **PAC 2006-07/ 45 Career Break**

##### **IS 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 Mr. James Larraghy. The Committee approved the granting of Career Break in this case, noting that the Career Break would commence on 1<sup>st</sup> January 2007 and extend to 31<sup>st</sup> December 2009. The Committee further noted that no replacement action was proposed at the present time.

### **SECTION B**

No agenda items.

### **SECTION C**

#### **PAC 2005-06/ 46 Staff Appointments – Self-Financing**

##### **(i) BioResources Unit – Laboratory Attendants**

The Committee received and noted a submission from the Manager of the BioResources Unit, circulated, seeking permission to make an appointment to a post of Laboratory Attendant in replacement of a member of staff who had resigned, and to make a temporary appointment of six months' duration in replacement of a member of the Laboratory Attendant staff of the Unit who had sought, and been granted, a six-month period of unpaid leave of absence. The Committee,



noting that both appointments were to be supported in full from the Science Foundation Ireland OIP accruing to Genetics, on behalf of which department the BioResources Unit was providing essential services, and being assured that funds were available for this purpose, agreed that both appointments should proceed as proposed.

**(ii) Careers Advisory Service**

The Committee received and noted a submission from the Director of the Careers Advisory Service, circulated, seeking permission to extend for a period of one year the appointment of a Project Officer engaged on the Summer Undergraduate Research Experience (SURE) Programme. Noting that formal confirmation had been received from the HEA of its intention to fund this programme for a third and final year, and that the extension of contract for the express purpose of concluding the project was legislatively compliant, the Committee agreed that the contract in this case be extended for one further year.

**(iii) The Library**

**(a) Conservator (Part-time) and Library Assistant (Part-time), ESTC Microfilming Project**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to appoint a half-time Conservator and a half-time Library Assistant to undertake duties associated with the Library's project, joint with Thomson-Gale Publishers, to microfilm 2,300 publications from the Library's early printed books collection. The Committee noted that the Conservator was to be responsible for assessing the condition of publications and their suitability for microfilming, cleaning books to conservation standards and maintaining condition records. The Library Assistant would retrieve publications from storage areas and collate and maintain records. The Committee, noting that the full salary costs of both appointments would be met from an administration fee payable to the Library by Thompson-Gale, agreed that both appointments be made on contract for a period of six months. The Committee, further noting that it might prove desirable to second an existing experienced member of staff to the half-time Library Assistant post, agreed that in such circumstances an appointment should be made to back-fill the temporary vacancy then occurring, without further recourse to the Committee.

**(b) Worth Library – Director of Research & Development**

The Committee received and noted a submission from the Librarian, circulated, seeking permission to extend for a period of three years the contract of a member of staff currently engaged in curating the Worth Library, to extend the hours of work from part to full-time, and to amend the title of this post to Director of Research & Development. The Committee noted the circumstances in which the Worth Library Trust had been established by an Order of the High Court in partnership between the Health Services Executive and Trinity College Dublin, and further noted that appointments in the Worth Library, while recruited and administered through the College, were funded in full by the Health Service Executive. Having received a letter of undertaking from the Chairman of the Worth Library Trust, confirming the Trust's intention to fund this post for the three year period proposed, the Committee agreed that the contract should be extended as proposed under the title Director of Research & Development to the Worth Library.

**(c) Conservation Project Technician**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to extend for a period of six weeks the contract of a Conservation technician engaged on an analysis of the Book of Kells pigment. The Committee, noting that this project was part of the Conservation/Long Room Hub research project, and that the salary in this case was to be funded in full from income accruing to the Long Room, agreed that the contract be extended for the six-week period proposed, terminating now on 13<sup>th</sup> January 2007.

**(d) Assistant Librarian – Science Foundation Ireland Liaison**

The Committee received and noted a submission from the Deputy Librarian, circulated, seeking permission to make a replacement appointment to the post of SFI Liaison Librarian. The Committee, noting that the appointment was to be funded in full from the Science Foundation Ireland OIP accruing to the Library, and that a contract of one year's duration was proposed, agreed that a replacement appointment be made.

**(e) Library Research Support System – Assistant Librarian and Data Entry**

The Committee received and noted submissions from the Deputy Librarian, circulated, seeking permission to extend for a period of six months the secondment of an Assistant Librarian to work on the Research Support System, to continue for a period of six months the temporary Assistant Librarian appointed to carry on the duties of the person so seconded, and to extend for six months the contract of a member of staff engaged in Data Entry, to ensure the timely population of the Research Support System. The Committee, noting that the continuation of these arrangements was predicated upon the SIF bid for institutional repositories, and further noting that firm information in relation to SIF funding was not yet available, agreed that consideration of these proposals be deferred while clarification in relation to funding was sought from the Deputy Librarian

**(iv) Senior Lecturer's Area**

**(a) Executive Officer, CAPSL**

The Committee received and noted a submission from the Acting Assistant Academic Secretary, circulated, seeking permission to extend for a period of two years the contract of an Executive Officer in the Centre for Academic Practice & Student Learning. Noting that this appointment was to be funded in full from the HEA Strategic Initiative fund, and that these funds were secure for the two-year period proposed, and further noting that an extension of contract in this case was compliant with the Protection of Employees (Fixed Term Work) Act 2003, the Committee agreed that the contract be extended as proposed.

**(b) Graduate Studies Office – Administrative Officer, Bologna Desk**

The Committee received and noted a submission from the Acting Assistant Academic Secretary, circulated, seeking permission to extend for a period of two years the contract of an Administrative Officer engaged to support the activities of the Bologna Desk in the Graduate Studies Office in preparation for the production of the Diploma Supplement and other ongoing

work on the review of ECTS in postgraduate programmes in College. The Committee, noting that the appointment which had been funded from Change Fund monies in 2005/06, was to be supported for the two-year extension proposed from Bologna monies received from the HEA, and that a continuation of the contract in this case was compliant with legislation, agreed that the contract be extended for a period of two years, to 22<sup>nd</sup> December 2008.

**(v) Staff Office**

The Committee received and noted a submission from the College Secretary, circulated, seeking permission to transfer from fixed-term contracts to contracts of indefinite duration three Executive Officers engaged in the Staff Office with funding derived from the Science Foundation Ireland OIP accruing to the Staff Office. The Committee agreed that fixed-term contracts should be issued in these cases, the continuation of the contracts to be contingent at all times upon the continued availability of the SFI funding to support the posts.

The Acting Secretary and the Recruitment Manager withdrew from the meeting during consideration of this item of business.

**(vi) School of Engineering – Administrative Officer, Centre for Bioengineering**

The Committee received and noted a submission from the Head of the School of Engineering, circulated, seeking permission to appoint to a new post of Administrative Officer (Grade III) in the Centre for Bioengineering. The Committee noted that the requirement for this post had arisen subsequent to the submission of the School's Strategic Staffing Plan for 2007/08, as new opportunities had become available for Graduate programmes in Biomedical Engineering and Medical Devices Technologies. The Committee further noted that the appointment was to be funded in full from PRTL I monies and from income accruing to the self-financing M.Sc. programme in Bioengineering, and that sufficient funds were available to support a contract of one year's duration commencing in January 2006, and agreed that the appointment should proceed as proposed.

**(vii) School of Medicine**

**(a) Co-Ordinator of Clinical Skills Teaching**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to extend the contract of a Specialist Registrar engaged in the co-ordination of specialist skills teaching and also engaged, in conjunction with the Curriculum Advisor, on the development of the Medical School Curriculum. Noting that the appointment was to be funded in full from non-EU fee income accruing to the Medical School, that a contract extension of six months' duration was proposed, and that the extension of contract was compliant with legislation, the Committee agreed that the contract in this case be extended to 31<sup>st</sup> May 2007.

**(b) Visiting Senior Lecturer in Global Diseases**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to extend for a period of three months the contract of a Visiting

Senior Lecturer engaged on the development of research links between the College and the University of Makere, Tanzania. Noting that the appointment was funded in full from non-EU student fee income accruing to the benefit of the Medical School, the Committee agreed to the extension of contract as proposed.

**(c) Executive Officer (Part-time), Curriculum Development**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to extend for a period of eight months the contract of a Part-time Executive Officer engaged to support the Curriculum Advisor and the Director of Undergraduate Teaching and Learning. Noting that the appointment was to be funded in full from non-EU student fee income, and that an extension of contract in this case was compliant with legislation, the Committee agreed that the contract be extended for eight months, to 27<sup>th</sup> June 2007.

**(d) Department of Clinical Medicine – Executive Officer**

The Committee received and noted a submission from the Head of the School of Medicine, circulated, seeking permission to make a replacement appointment on contract of indefinite duration to an Executive Officer post, currently vacant, in the Department of Clinical Medicine. The Committee noted that while this appointment had hitherto supported the self-financing M.Sc. programme in Molecular Medicine, and had been funded from that income source, the present proposal was for an appointment to support the undergraduate curriculum and the Director of Research in the School of Medicine; the funding would continue to derive for 50% of costs from the self-financing M.Sc programme, with the balance to be supplied from the non-EU fee income of the School. The Committee agreed that further information, in particular an explanation as to why the funding from a postgraduate programme was to be diverted to support the undergraduate curriculum, was required before a decision were made on this application.

**(viii) Catering Department - Chef**

The Committee received and noted a submission from the Catering Manager, circulated, seeking permission to transfer to a contract of indefinite a Chef currently engaged on a fixed term contract. Noting that a further extension of contract in this case was not compliant with the provision of the Protection of Employees (Fixed Term Work) Act 2003, the Committee agreed that a contract of indefinite duration be issued in this case.

**PAC 2006-07/47 Other Business**

**(i) Treasurer’s Office – Executive Officer**

The Committee received and noted a submission from the Deputy Treasurer, tabled, seeking permission to make a replacement appointment to a post of Executive Officer in the Research Accounts Section of the Treasurer’s Office. Noting that a resignation had been received from a permanent member of staff after the date of circulation of the agenda for this meeting, and that a lengthy delay in proceeding to advertisement for this post would be disruptive to the work of the area, the Committee agreed that a permanent replacement appointment be made at the earliest convenient date.

**PAC 2006-07/ 48 Date of Next Meeting**

The Committee agreed to meet again on Monday, 20<sup>th</sup> November 2006, for a special meeting to review School's Strategic Staffing Plans for 2007/08. It was noted that the next ordinary meeting of the Committee was scheduled to take place on 13<sup>th</sup> December, the date on which the College's Open Day would take place. The Acting Secretary undertook to seek a convenient alternative date for the Committee to convene for its December meeting.

**SIGNED**.....

**DATE**.....