



**Trinity College Dublin  
The University of Dublin**

**Minutes of the Human Resources Committee**

**Monday, 9<sup>th</sup> March 2020, 10am to 11am  
Trinity Board Room, Trinity Business School**

- PRESENT:** Prof. Deirdre Ahern (Chair)  
Ms. Antoinette Quinn (Director of Human Resources)  
Ms. Sinead Mac Bride (Equality Committee Representative)  
Ms. Stephanie Farrell (Board nominee)  
Ms. Shaz Oye (Graduate Students Union President)
- APOLOGIES:** Ms. Aine Mulcahy (Chief Financial Officer's nominee)  
Ms. Patricia Callaghan (Academic Secretary)  
Mr. Michael Slevin (Vice Provost / Chief Academic Officer's nominee)  
Ms. Breda Walls (nominee of the Chief Operating Officer)  
Prof. Kevin Mitchell (Senior Lecturer)  
Prof. Robert Armstrong (nominee of the Dean of the Faculty of Arts, Humanities and Social Sciences)  
Prof. Gareth Brady (nominee of the Dean of the Faculty of Health Sciences)  
Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences)  
Mr. Peter Donohoe (External Representative)
- IN ATTENDANCE:** Ms. Paula Kennedy-Hogan (Deputy Director of Human Resources)  
Ms. Fidelma Haffey (Head of Talent)  
Ms. Cora Mullins (Human Resources)

**Items for specific Board attention are denoted XXX**

**Section B**

**XXX HRC/19-20/15 Amendments to the Senior Academic Promotions Policy and Process**

The Committee was informed that the Senior Academic Promotions Committee met on 6<sup>th</sup> February 2020 to review the policy and process. They recommended principle changes to the policy which were considered and approved by the Executive Officers Group on 3<sup>rd</sup> March 2020.

The principle changes to the policy and processes are as follows:

- Re-introduction of a Head of School signed Report. This is to ensure that the Head of School has reviewed the application and confirmed that the information contained within it is accurate. A template and guidelines on completion of the form is set out in an appendix of the revised procedure.
- Reinstate interviews for Professor Of shortlisted candidates. The Senior Academic Promotions Committee will interview shortlisted candidates for promotion to Professor Of (Personal Chair).
- Suspend Accelerated Advancement for Associate Professors. This enables the Committee to make the maximum number of awards of promotion to staff to a higher grade given financial constraints.
- Remove the option to re-allocate 5% of the weighting. This only applies currently to applicants for promotion to Associate Professor.
- Make it clear that applicants may apply to three consecutive promotion rounds rather than “within three-year period”.
- Approve a panel of external members on the Senior Academic Promotions Committee from which to draw on for availability purposes. The same 3 members will be used for a promotion call.
- Special Circumstances is now called Personal Circumstances.
- Provost (or nominee) to rank the external names of all 8 external referees.
- Remove collaborators and update to co-author in eligibility of external referees.
- Revise the wording of the feedback positions.
- Include a bullet point on campus companies in “Definitions of Research”.
- Remove the indicative timeline for the promotions round as a timeline is agreed to run the next three rounds for 2019, 2020 and 2021 in quick succession.
- Indicate that the sign-off by Head of School is specifically designed to confirm the accuracy of the information provided and relevant contextual detail and not to make a detailed judgement on the suitability of the applicant.
- In the ‘Head of School Signed Report’ section on teaching regarding the reference to 'supervision hours' for Masters and PhD students, it is agreed to update “What is on average the expectations in the discipline of the number of supervision hours per Masters student, if possible?” and “What is on average the expectations in the discipline of the number of supervision hours per PhD student, if possible?”.

- In the 'Membership' section of the policy document, while the grades of Professor Of or In are specifically mentioned for NFSA/ASA reps on the SAPC, this is not the case for the IFUT/ASA Faculty committees where no grade has been mentioned. It is agreed that the Faculty Review Committee membership remains as is and the NFSA/ASA Rep on the SAPC is replaced with IFUT/ASA rep.

An email circulated to the Committee after the meeting confirming that the revisions to the Senior Academic Promotions Procedures were approved by those present.

The Committee was informed that there is more work to be done on personal circumstances and data protection / sharing surrounding this which can be done outside the policy. Currently, such information is shared with the Provost only and is handled sensitively.

A member noted a reference to the University's Equality Policy. As this is a College policy, it was recommended that 'College' or 'Trinity' be used instead of University.

Those who had sent apologies were asked to consider the amendments and confirm their approval electronically to ensure that the Committee could stand over the approval of the revisions to the procedures in the absence of a quorum.

The nominees of the Vice Provost / Chief Academic Officer, the Chief Operating Officer, the Dean of the Faculty of Arts, Humanities and Social Sciences and the Dean of the Faculty of Engineering, Mathematics and Sciences confirmed their approval. The quorum was therefore exceeded and the amendments to the were approved by the Committee.

**ACTION:** The Committee approved the amendments to the Senior Academic Promotions Policy and Process with the recommendation above incorporated. The Policy, as amended will progress to the next meeting of Council for its consideration and approval.

## **Section C**

### **HRC/19-20/16            Procedures for Leave and Working Arrangements and Remote Working during COVID-19 outbreak**

The Director of Human Resources informed the Committee that the University is following current public health advice in relation to the COVID-19 (Novel Coronavirus). The purpose of these procedures is to define the University's approach to remote working, leave and working arrangements during the COVID-19 outbreak.

The Committee noted that both procedures were approved by the Executive Officers Group on 3<sup>rd</sup> March 2020.

**Memo to EOG on the Contingency Plan for Recruitment during COVID-19 outbreak**

The Director of Human Resources informed the Committee that, considering the spread of Covid-19, the Executive Officers Group were advised of the following we are proposed contingency plan for Recruitment:

1. External members of the selection panels travelling from outside Ireland to link in by video conference.
2. Consider proactively offering videoconference at the Invite to Interview stage, for all competitions regarding candidates travelling from outside of Ireland.
3. Once an interview, via video conferencing, has taken place, if considered appropriate by the panel, they can agree to temporarily suspend the need for a Face-to-Face Interview for successful candidates, and make formal offer at this stage.

Anyone who wishes to travel may do so once they are adhere to the DFA travel guidelines in relation to the Covid-19, and any restrictions for entry into Ireland (for example, self-isolation) are done so at their own discretion and cost.

The Committee noted that the proposed contingency plan for Recruitment was approved by the Executive Officers Group on 3<sup>rd</sup> March 2020.

**Signed:** .....

**Date:** .....