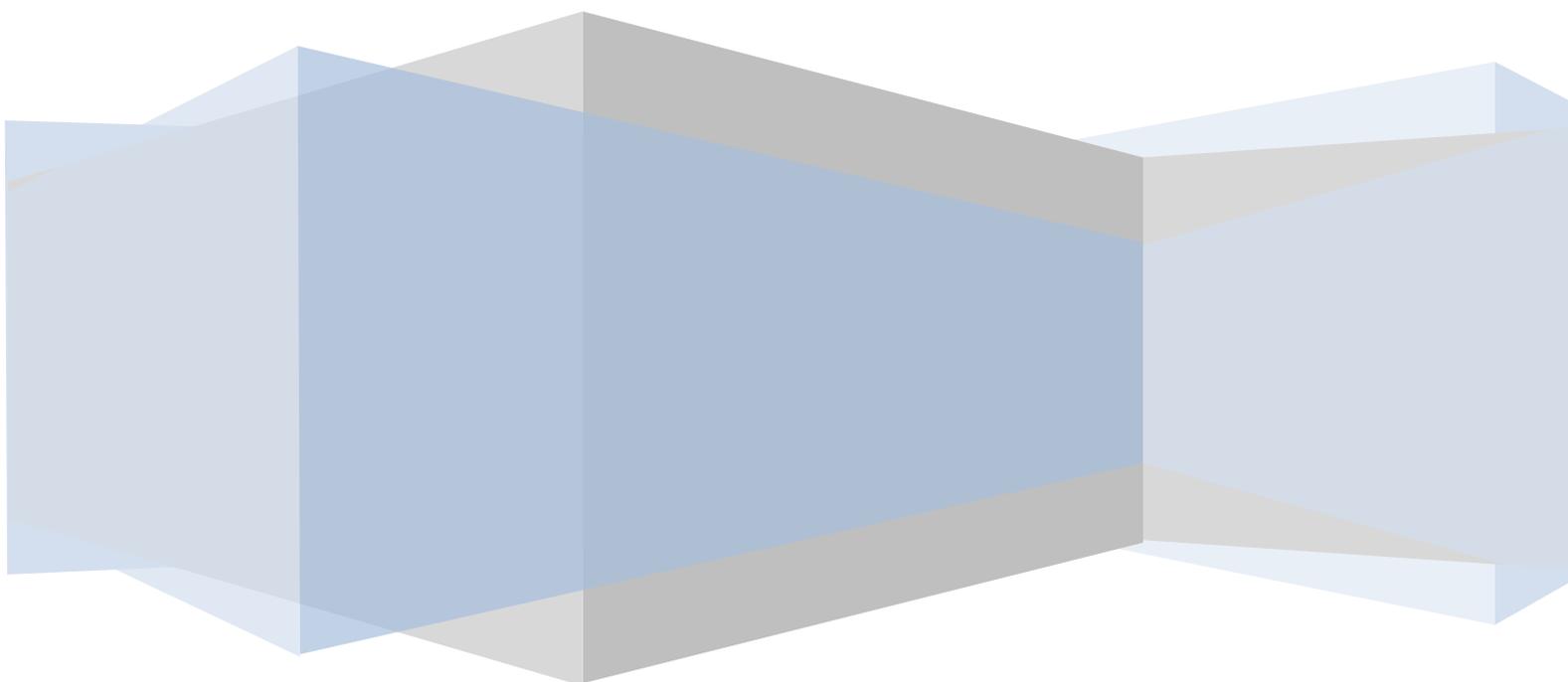




Handbook for New Staff

School of Natural Sciences: Induction Information



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Welcome

Welcome to the School of Natural Sciences. The ca. 40 principal investigators, ca. 15 postdoctoral fellows and ca. 140 graduate students in our School conduct research covering the biological, physical and social sciences – our School is truly multi-disciplinary. Built around the disciplines of Botany, Geography, Geology and Zoology along with the Centre for the Environment and the Trinity Centre for Biodiversity Research – the School is in a process of evolution. This document is designed to provide you with useful information and web-links that will help you to settle in and is appropriate for all new academic, administrative, technical, postdoctoral and research staff members. Some of the schemes referred to herein are, however, not available to staff on part-time or temporary contracts and some of the links and information are more appropriate to certain staff groups than others.

We hope that you enjoy your time in the School and we look forward to working with you.

Mission Statement of Trinity College Dublin

“Trinity College builds on its four-hundred-year-old tradition of scholarship to confirm its position as one of the great universities of the world, providing a liberal environment where independence of thought is highly valued and where staff and students are nurtured as individuals and are encouraged to achieve their full potential.

The College is committed to excellence in both research and teaching, to the enhancement of the learning experience of each of its students and to an inclusive College community with equality of access for all. The College will continue to disseminate its knowledge and expertise to the benefit of the City of Dublin, the country and the international community”.

Getting Started...

The following information is available from the Human Resources Office of the College.

Please visit <http://www.tcd.ie/hr/new/information/> and subsequent links for more detail regarding:

<p>Payroll</p> <ul style="list-style-type: none"> • Bank Mandate & P45 • Pension • Medical Insurance • Tax and PRSI Matters • Certificate of Tax Credits • For more information visit: http://www.tcd.ie/Treasurers Office 	<p>College Facilities</p> <ul style="list-style-type: none"> • ATMs • Travel Pass Scheme • Car Parking Permits • Perimeter Gate Keys • Sports Facilities • Voice Mail • Catering Facilities • Shops on Campus • Day Nursery • Green Campus
<p>Working in Ireland</p> <ul style="list-style-type: none"> • Work Permits • Opening an Irish Bank Account • Relocation Expenses • Applying for a P.P.S Number • For more information on relocating to Ireland visit: http://www.tcd.ie/hr/new/relocating 	<p>Working in TCD</p> <ul style="list-style-type: none"> • Staff Numbers and obtaining a staff ID card • Library Borrowing • Building Access • Computer Access • Viva Forms • Employee Assistance Programme • College Holidays • Accidents in College, Sick Leave, Sexual Harassment and Bullying • Working with Discipline or Research Accounts

Information on general procedures

Visit <http://www.tcd.ie/hr/procedures/general/> for more detail on:

- Staff representative bodies
- Code of conduct
- The staff common room (there is a small membership fee but it is worth joining. Membership is open to, amongst others, academic staff, research fellows, research associates, administrative (Administrative grade 3 and above), technical staff (Senior Technical Officer and above) and Senior Experimental Officers. There you get free tea/coffee/excellent hot chocolate, magazines and newspapers and a chance to relax over lunch away from your discipline – there is also a bar for those more stressful times!),
- Campus Maps
- Retirement, resignation and termination of employment
- Management of costs on Research Grants

Additional Information on: health, safety and other staff schemes and policies

- Health and Safety is at: <http://www.tcd.ie/hr/procedures/health/>
- More on Health, Safety and Welfare is at:
<http://www.tcd.ie/Buildings/Safety/safetyhealthandwelfare.php>
- Staff Safety Training schemes (the offered schemes vary from year to year) is at:
<http://www.tcd.ie/Buildings/Safety/safetytraining.php>
- Health and Safety of Pregnant, Postnatal and Breastfeeding employees is at:
<http://www.tcd.ie/Buildings/Safety/safetypregnantemployeepolicy.php>
- Probation is at: <http://www.tcd.ie/hr/new/probation/>
- Promotion and review are at: <http://www.tcd.ie/hr/procedures/promotion/>
- Various staff schemes (House purchase, Outside earnings, Conference travel, Teleworking, Travel pass (very good value), Fee remission) are at:
<http://www.tcd.ie/hr/procedures/schemes/>

- Travel insurance whilst away on College Business (including the form that must be filled in to avail of the College's Travel Insurance) is at:
<http://www.tcd.ie/Buildings/insurance.php>
- The various wage scales are at: <http://www.tcd.ie/hr/procedures/payroll/>

Commuting and Buying/Renting a Property

- **Commuting:** TCD is well-served by bus, light rail (LUAS) and rapid transit rail (DART) services. TCD staff can avail of a discount scheme for these services. Car parking permits for the campus are difficult to get and most staff do not, now, drive to work. There is also a tax break, via the bicycle purchase scheme, for those people who cycle to work.
- **Buying/renting a property:** www.daft.ie is Ireland's biggest property website and along with www.myhome.ie is a good place to start a house search.

Information specific to new postdoctoral and other contract research staff

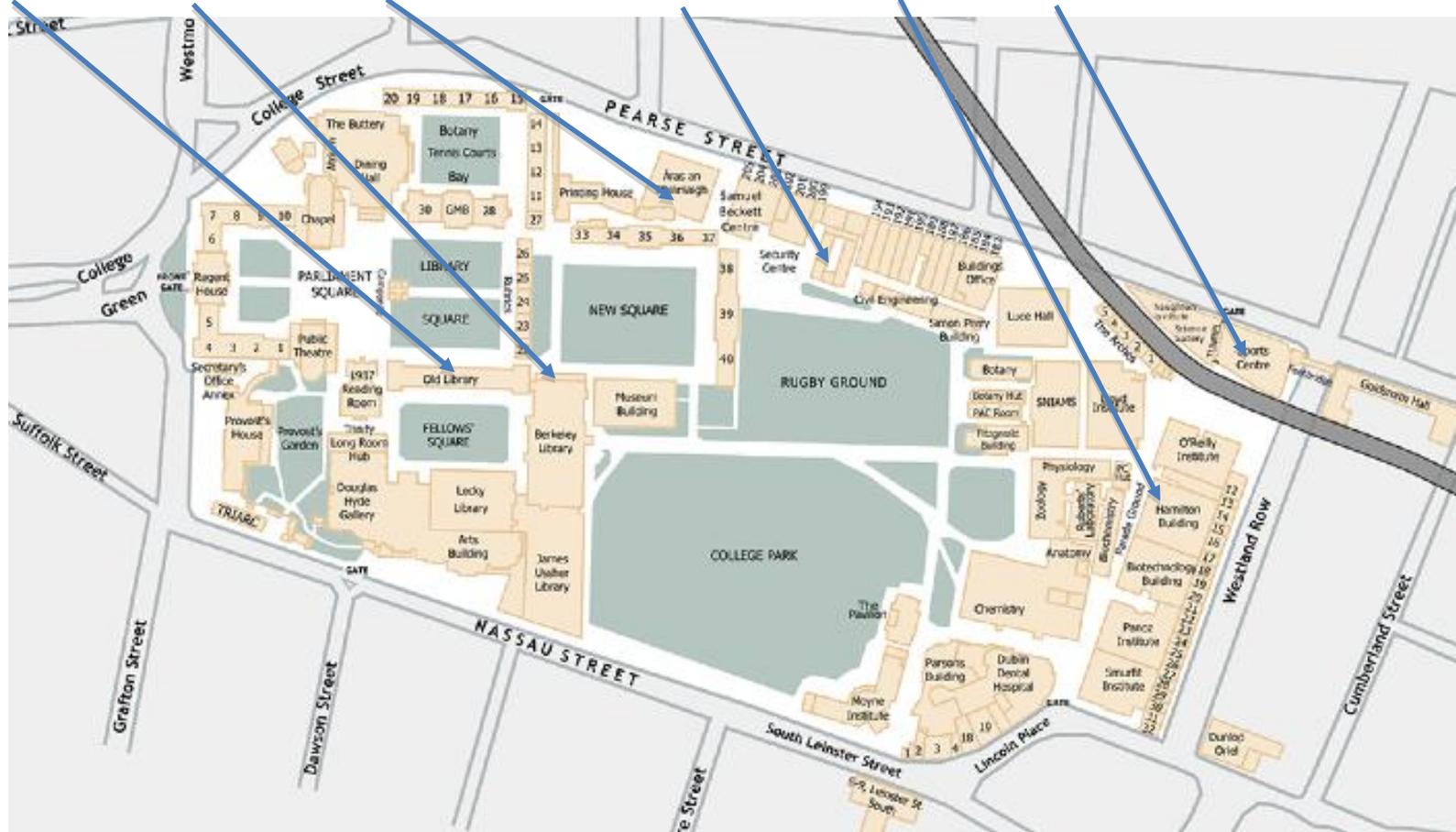
Please note that additional supports and links are available through:

- Your designated **School postdoc representatives:** please enquire and make contact with your existing representatives to participate in writing groups, research seminar series and a variety of social occasions
- The **Trinity Research Staff Association:** Visit <http://www.trsa.tcd.ie/> to learn about the variety of supports available to you and the number of campaigns run in the interest of contract research staff members. Additional information is also available here concerning contracts of indefinite duration, redundancy rights, best practice in authorship, and starting a postdoc at TCD

Getting to know the Campus

Figure 1. Map of the Campus showing buildings mentioned in the text.

Old Library Main Library ISS helpdesk College Health Centre Science Library Sports Centre



See <http://www.tcd.ie/Maps/map.php> for an interactive version of this map.

Key College Buildings and Resources

College Library

- The Library dates back to the establishment of the College in 1592 and is the largest library in Ireland. Today it has 5 million printed volumes with extensive collections of journals, manuscripts, maps and music. The Library was endowed with legal deposit privilege in 1801 and therefore receives copies of every published manuscript in the United Kingdom and Ireland. It supports the learning and research needs across all disciplines of the College and provides multiple training courses in this regard (visit: <http://www.tcd.ie/Library/> for more information). Take time to also visit the Old Library (Fig. 1) near to the Main Library entrance (Fig. 1). The Old Library houses the most famous of Trinity's manuscripts, the Book of Kells, and the impressive 'Long Room' (staff can visit free of charge on production of a valid staff card and can take two guests along!). Star Wars fans may recognise the Long Room as a very similar facility appeared in '*Star Wars Episode II: Attack of the Clones*' see http://starwars.wikia.com/wiki/Jedi_Archives. The Science Library is located at the Science end of the campus in the Hamilton Building (Fig. 1).

Centre for Academic Practice and Student Learning (CAPSL)

- CAPSL was established in 2003 to assist the College in developing a strong and integrated framework for supporting best academic practice and the highest quality of student learning. CAPSL provides a range of services and resources to support academic research and teaching staff in the college to enhance your University teaching and research experience. They offer a number of programmes for professional development and support, including workshops and seminars on various aspects of learning and teaching. In addition, CAPSL promotes e-Learning by supporting the academic community in developing their knowledge and skills in the use of new technologies. Blackboard Learn is the College Virtual Learning Environment that offers lecturers tools to design and develop courses on-line. Visit <http://www.tcd.ie/CAPSL/staff/> for more information.

College Health Centre

- A service available to all staff and students, located in a modern, purpose built premises in House 47 on Trinity Campus (a residential block adjacent to the rugby pitch). Student consultations are free of charge, while staff are catered for on a fee per item basis (for example, there is a consultation fee). Travel vaccinations and physiotherapy sessions are also available here. Visit <http://www.tcd.ie/collegehealth/> for more information on the health care facilities available on campus, as well as lots of information on staying healthy at Trinity.

Sports Centre

- An excellent facility available to all staff with a very competitive rate for annual membership. Staff can join at any stage during the year with options to deduct membership from monthly salaries also available. Facilities include a 6 lane swimming pool, sauna, steam room, fitness theatre, climbing wall, squash courts and massage therapy. The centre also offers a wide range of courses, lessons and classes. See <http://www.tcd.ie/Sport/>

Information System Services (ISS)

- IS Services is the central provider of computing facilities and services to students and staff of TCD. They provide useful day courses free of charge in a range of general software packages, including Datadesk, Microsoft Office, Photoshop, Podcasting and SPSS. They also provide remote desktop assistance for staff of TCD. Visit <http://isservices.tcd.ie/> for more information on the courses available and <http://isservices.tcd.ie/staff/new-staff.php> for specific detail pertaining to new staff members (including how to obtain a username, password and TCD email account, connect to Wifi on campus, etc.)

Treasurer's Office

- The Treasurer's Office is responsible for financial planning and administration of the College's finances including aspects of payroll and student fees. As most transactions are now electronically processed the office is currently located off-campus at 3 College Green, which is down Dame Street and off the map in Fig. 1. Their web site is informative see: http://www.tcd.ie/Treasurers_Office/

Human Resources Office

- Your appointment to the College was managed through the Human Resources Office. They are responsible for the management of all personnel functions in the College, including appointment, promotion and leave. Their website is <http://www.tcd.ie/hr/>.

College Officers

- The College Officers are generally responsible for the administration of the College. Their roles and responsibilities and titles are unique to TCD. They include academic staff, elected or seconded to their roles for, usually, a three year period, who are mysteriously termed 'annual officers'. Their roles and responsibilities are outlined at: <http://www.tcd.ie/provost/college-officers/annual/>. The Annual Officers work alongside professional full-time administrators. The more senior of the Annual Officers and professional administrators form the 'Executive Officer' group. The website of the Head of the University, the Provost, contains summaries of the Executive Officer group, see: <http://www.tcd.ie/provost/college-officers/executive/>.

School of Natural Sciences: specific information

The School's website is: <http://naturalscience.tcd.ie/>

- Within that site a list of all staff in the School is available at:
http://tcdlocalportal.tcd.ie/pls/public/staff.php?p_unit=naturalsciences
- Within that site accounts of the Herbarium, Geology and Zoology Museums and Botanic Gardens are at: <http://www.tcd.ie/naturalscience/museums/>
- Within that site accounts of certain core facilities are at
<http://www.tcd.ie/naturalscience/facilities/>

Physical location of the School

The School of Natural Sciences is physically dispersed over the campus (Fig. 2). Off-campus are some Geology laboratories that are located in the Enterprise Centre on Pearse Street (Fig. 2) and the College's Botanic Garden that is located well off-campus (and outside the area of the map in Fig. 2) in Dartry, next to Trinity's Halls of Residence.

The School's teaching facilities are dispersed as follows: there are 2 small seminar rooms in the Centre for the Environment, 1 large lecture theatre in Botany, 1 small seminar room in Zoology and 2 seminar rooms in the Museum Building along with two lecture theatres – one in Geography (the 'Haughton Lecture Theatre') and the other ('Museum 4') in Geology.

Between 2013 and 2015 the School is required to vacate some properties it currently occupies in the Luce Hall and the huts adjacent to Botany due to building developments in the College. This will affect the discipline of Botany, the School's taught masters programmes and the School's administrative offices that are all currently located in the Luce Hall. In the future it is hoped that a new building development, 'E3', will bring together the Schools of Natural Sciences and Engineering in a new, purpose-built facility likely to be located near the Lincoln Place gate and partly on the footprint of the old Biochemistry Building - see www.tcd.ie/Maps.

Figure 2. Map of the School of Natural Sciences.



Administrative Staff

Contact details for the people that you will not be able to live without 😊:

Position	Staff Member	Telephone (01) 896 +
School Administrator	Mary Foody	ext. 2920
School Executive Officer	Frances Leogue (part time)	ext. 2414
School Administrators for taught Masters programmes	Elaine Elders (Masters in Development Practice) Rachel Kavanagh (Masters in Biodiversity and Conservation & Masters in Environmental Sciences)	ext. 2414
School Research Administrative Officer	Emma Siddall	ext. 4187
Botany Executive Officer	Sophia Ni Sheoin & Diane Touzel (job share)	ext. 1274
Geography Executive Officer	Mabel Denniston & Mary Forde (job share)	ext. 1576
Geology Executive Officer	Mags Duncan	ext. 1074
Zoology Executive Officer	Fiona Moloney	ext. 1366

For additional information regarding staff members in the School (including lists of academic, technical, administrative, postdoctoral and research staff), please visit:

http://tcdlocalportal.tcd.ie/pls/public/staff.php?p_unit=naturalsciences

Administrative Structure of the School

The Head of School's position is an elected one, normally held for one term of three years only. S/he chairs the School Executive and sits on the Faculty Executive.

Similarly, the Heads of Discipline are generally elected for a three year term, sometimes renewable, sit on the School Executive and chair their respective disciplinary committees.

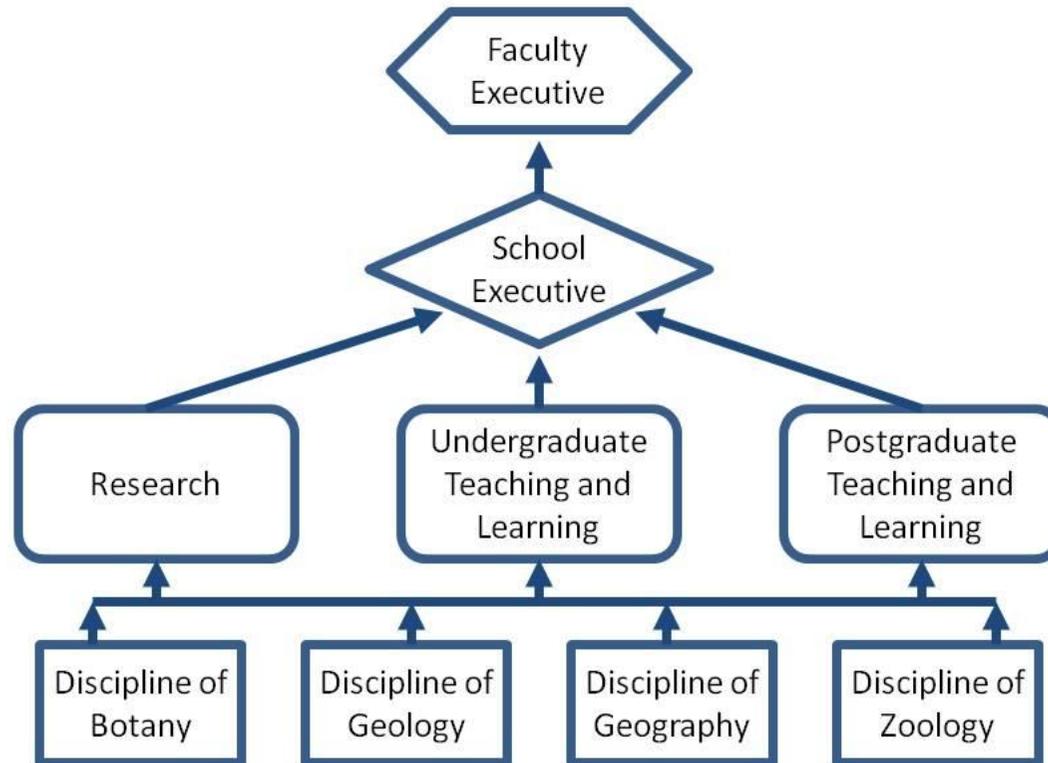
As you can see from the diagram below (Fig. 3) the School has three principal committees. Each committee is chaired by a School Officer responsible for that area in the School and appointed by the Head of School for a fixed term – usually two to three years. The three School Officers sit on the School Executive. Each discipline elects a nominee to sit on each of these School committees.

In addition, disciplines (Botany, Geography, Geology and Zoology) have their own internal committees to deal with discipline specific issues. The composition, membership and meeting frequency of these committees is discipline specific. Most committees also have student representation.

The School Executive also has representatives from the postgraduate, undergraduate, technical, chief technical and administrative staff of the School.

Centres sit outside this general structure and are umbrella groupings generally encompassing staff from the various disciplines. The School's two Centres have representation on the School's Research Committee but not on any other School committee. Staff become members of either or both of the School's Centres by choice and remain members of a discipline. The Head of the Trinity Centre for Biodiversity Research is a fixed term, three-year appointment. The Centre for the Environment is largely a technical and coordination facility run on a permanent basis by an academic staff member (currently Dr. N. Allott)

Figure 3. Organisational chart of the School (excluding centres).



Purchasing Items: Chief Technical Officers

All purchasing for the School runs through the appropriate discipline-based Chief Technical Officer as follows:

Position	Staff Member	Telephone (01) 896 +
Botany	Siobhan McNamee	ext. 1275
Geography	Terry Dunne (also the School Safety Officer)	ext. 2263
Geology	Neil Kearney	ext. 1364
Zoology	Martyn Linnie	ext. 1679

The above staff members can inform you about the process of purchasing and advise on the use of cost codes and account codes: **NB these codes are necessary for any official purchases.** Note that TCD has a very strongly enforced policy of using preferred suppliers – see: <https://www.tcd.ie/procurement/>.

The list of preferred suppliers is vast and ever-growing (see: <https://www.tcd.ie/procurement/supplierPreferred.php>). It is not possible to buy from suppliers outside of this list without seeking prior official permission from the Procurement Office. Such permission is rarely granted. If you do purchase from outside this list and do not have permission you (the Discipline) will be severely fined. Theoretically, buying through one of the preferred suppliers should be cheaper than not doing so. In some cases the equipment bought is specially tailored for TCD – e.g. desktop and laptop computers.

Chief Technicians also have overall responsibility for managing the space/physical infrastructure of the School and should be approached for any issues relating to office and laboratory maintenance.

Best of Luck!

We hope that this brief guide will help you settle into your new position in the School of Natural Sciences. There is of course plenty more information available on the many different websites mentioned throughout this document and also through the centralised college website at www.tcd.ie. Furthermore, we recommend speaking to your new colleagues and friends to gain invaluable “insider tips” and assistance on any of the issues that you might come across as you begin your new position in the School.

We wish you the very best in your new career here at Trinity College Dublin.

Best wishes,

The School of Natural Sciences INTEGER Team on behalf of the School Executive