



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

School of Histories and Humanities



HANDBOOK FOR NEW STAFF

Welcome

A very warm welcome to the School of Histories and Humanities at Trinity College Dublin (<https://histories-humanities.tcd.ie/>). Our School comprises the Departments of [Classics](#), [History](#), [History of Art and Architecture](#), and the [Centre for Gender and Women's Studies](#). With 46 full-time academic members of staff and eight professional (administrative) staff, our multi-disciplinary School enjoys an international research and teaching profile across a range of different disciplines and subject areas: archaeology; ancient philosophy; anthropology; Latin and Greek language and literature; ancient, medieval, and modern history; history of art and architecture; and gender studies. We regularly host Postdoctoral Fellows: some with personal awards (for example, Marie Curie, Irish Research Council), others working on larger research projects housed in the School. Our postgraduate students are drawn from many parts of the world and form a well-established and vibrant community of nearly 200 students. They run regular postgraduate seminars and participate in all School activities. We also offer nine MPhil (taught postgraduate) programmes.

We hope that this Handbook will both provide new staff with useful information and web links that will help you to settle in and serve as a useful reference document for current staff. The information will be useful for all new staff (academic, administrative, postdoctoral and research), though some of the information is more relevant to some staff groups than others.

Vision Statement of Trinity College Dublin

At Trinity College Dublin, the University of Dublin we provide a liberal environment where independence of thought is highly valued, and all are encouraged to achieve their potential. We promote a diverse, interdisciplinary, inclusive environment which nurtures ground-breaking research, innovation, and creativity through engaging with issues of global significance.

Located in a beautiful campus in the heart of Dublin's city centre, Trinity is Ireland's highest ranked university. It is home to 20,000 undergraduate and postgraduate students across all the major disciplines in the arts and humanities, and in business, law, engineering, science, and health sciences.

Trinity's tradition of independent intellectual inquiry has produced some of the world's finest, most original minds including the writers Oscar Wilde and Samuel Beckett (Nobel laureate), the scientists William Rowan Hamilton and Ernest Walton (Nobel laureate), the political thinker Edmund Burke, and the former President of Ireland and UNHCR Mary Robinson. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship, and dedication to societal reform.

Read the detailed Trinity College Dublin Strategy 2020-2025: <https://www.tcd.ie/strategy/>

First Steps/Getting Started

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

Visit <https://www.tcd.ie/hr/new-college/> and, in particular, <https://www.tcd.ie/hr/assets/pdf/discover-trinity.pdf> (a College guide to getting started as a new employee). Key information provided there includes the following:

Contract and financial	Working in Ireland
Your Contract	Work permits
Bank mandate & P45	Opening an Irish bank account
Medical Insurance	Applying for a PPS number
Taxation information and PRSI	Relocation expenses
Pensions	
Working in TCD	Some key College facilities
Staff ID card	Travel Pass Scheme
Library Borrowing	Car parking permits
Building access	Perimeter Gate keys
Computer access	ATMs
Employee assistance programme	Sports facilities
College Holidays	Day Nursery
Sick Leave	Green Campus
Dignity and Respect Policy	Catering in College
Finances: reimbursements, discipline/research accounts	College Health Centre

The College Travel Policy can be found here: https://www.tcd.ie/financial-services/assets/pdfs/Travel_Policy_2021.pdf

The College Hospitality and Entertainment Policy can be found here: <https://www.tcd.ie/about/policies/assets/pdf/hospitality-entertainment-policy.pdf>

Finding your way around the School and College

Information on hours of access, directions, and campus maps can be found here: <https://www.tcd.ie/Maps/>

Location of School units and research centres:

Classics:	Arts Building, 6th floor, Area B
History of Art & Architecture:	Arts Building, 5th floor
History:	Arts Building, 3rd floor
Centre for Environmental Humanities:	Arts Building, 6th floor, Area A
Trinity Irish Art Research Centre:	Provost's Stables
Trinity Medieval History Research Centre:	Phoenix House, South Leinster St.

Administrative Structure and Governance of the School

Our website: <https://histories-humanities.tcd.ie> provides information on all School staff, our research, and our teaching programmes.

Head of School: The Head of School's position is an elected one, normally held for a period of three years. S/he chairs the School Executive and represents the School on the

Faculty Executive (Arts, Humanities and Social Sciences - AHSS) and on the Heads of School committee which the Vice-Provost chairs.

Heads of Discipline: Heads of Discipline (HoD) are generally elected for a three-year term. They sit on the School Executive and other principal committees and Chair their respective disciplinary committees.

School Manager: The School Manager is responsible for managing administrative processes and systems that facilitate academic administration, management of staff, and implementation of School and College policy and strategic and budgetary planning. S/he works closely with the Head of School, School Officers, and Heads of Department.

The School has three principal committees: Undergraduate, Postgraduate, and Research. Each committee is chaired by the School Officer (Director) 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 also sit on the School Executive and represent the School on the relevant College committee. Additionally, the Director of Global Affairs sits on the Executive, which also has representatives from the postgraduate and undergraduate students and administrative staff of the School.

EDI Committee and Athena Swan

The School holds a Bronze Athena Swan award, and further work in this area, addressing the approved Athena Swan Action Plan, is managed by the **EDI Committee**, which reports to the School Executive.

According to its Terms of Reference, the EDIC is committed,

1. To hold regular meetings (at least twice a Term) as a full committee to promote equality, diversity and inclusion in the School.
2. To provide an effective forum for equality, diversity, and inclusion discussions.
3. To raise awareness and understanding of the issues of equality, diversity and inclusion within the School.
4. To encourage and promote the development of new practice and initiatives on equality, diversity, and inclusion.
5. To monitor the equality, diversity and inclusion aspects of school policies, processes, and procedures.
6. To oversee the writing and submission of Athena SWAN award renewals.
7. To help the HoS and School Executive to implement the Athena SWAN Action Plan.
8. Terms of membership will be three years, renewable once.
9. The EDIC reports to the School Executive.

More on the School's Athena Swan activities and plans can be found here:

<https://histories-humanities.tcd.ie/athena-swan/>

School Meetings

These are convened for a variety of reasons such as regular 'teach-meets' and to discuss Athena Swan/EDI issues or teaching/research opportunities. We try to combine meetings

with an informal sandwich lunch, offering staff opportunities to meet and talk to colleagues.

Support and Mentoring

It is our School policy for the Head of School to assign an **informal mentor** to each new member of academic staff (this is separate from your Head of Discipline who is your formal line manager, and also separate from the [College mentoring system](#) which we would encourage you to avail of). Both your Head of Discipline and your SHH mentor will be happy to help you settle in and advise with any practical or academic questions.

Information on Health, Safety, & other staff schemes and policies

The School Safety Policy can be accessed here and the SHH Safety Officer is David Byrne (pghishum@tcd.ie). Further information can be found here:

Health, Safety and Welfare:

<http://www.tcd.ie/Buildings/Safety/safetyhealthandwelfare.php>

Staff Safety Training schemes: <https://www.tcd.ie/safetyoffice/safety-training/>

Health and Safety of Pregnant, Postnatal and Breastfeeding employees is at:

<https://www.tcd.ie/hr/assets/pdf/procedure-equality-breastfeeding.pdf>

Staff probation, review and promotion: <https://www.tcd.ie/hr/spr/index.php>

Various staff schemes, including:

House purchase loans, Outside earnings, Conference travel, Remote/blended working,

Travel pass are at: <https://www.tcd.ie/hr/az/>

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/>

Settling in: Commuting and Buying/Renting a Property

Commuting: TCD is easily accessed by a range of bus, tram (LUAS) and rail (DART) services. TCD staff can avail of a discount scheme for these services. Car parking permits for the campus are very difficult to get. 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 representative:** details via the School Director of Research or the School Manager) for information on any School based Postdoctoral activities.

The **Trinity Research Staff Association:** Visit <https://www.tcd.ie/about/trsa/> 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.

Key College Buildings and Resources

College Libraries

The Trinity College Library is the largest in Ireland, covering several buildings on campus. Since 1801, the Library has been a Legal Deposit Library for Ireland and the UK. It now houses over 6 million volumes. It is also home to many Special Collections. The Subject Librarian for Histories and Humanities is Sean Hughes. More details here: <https://www.tcd.ie/library/>

Centre for Academic Practice and Student Learning (CAPSL)

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 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.

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. <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 the option to deduct membership from monthly salaries. Facilities include a 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)

ISS is the central provider of computing facilities and services to students and staff of TCD. They provide useful courses in a range of general software packages. 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 Wi-Fi 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. Their web site is informative see: http://www.tcd.ie/Treasurers_Office/