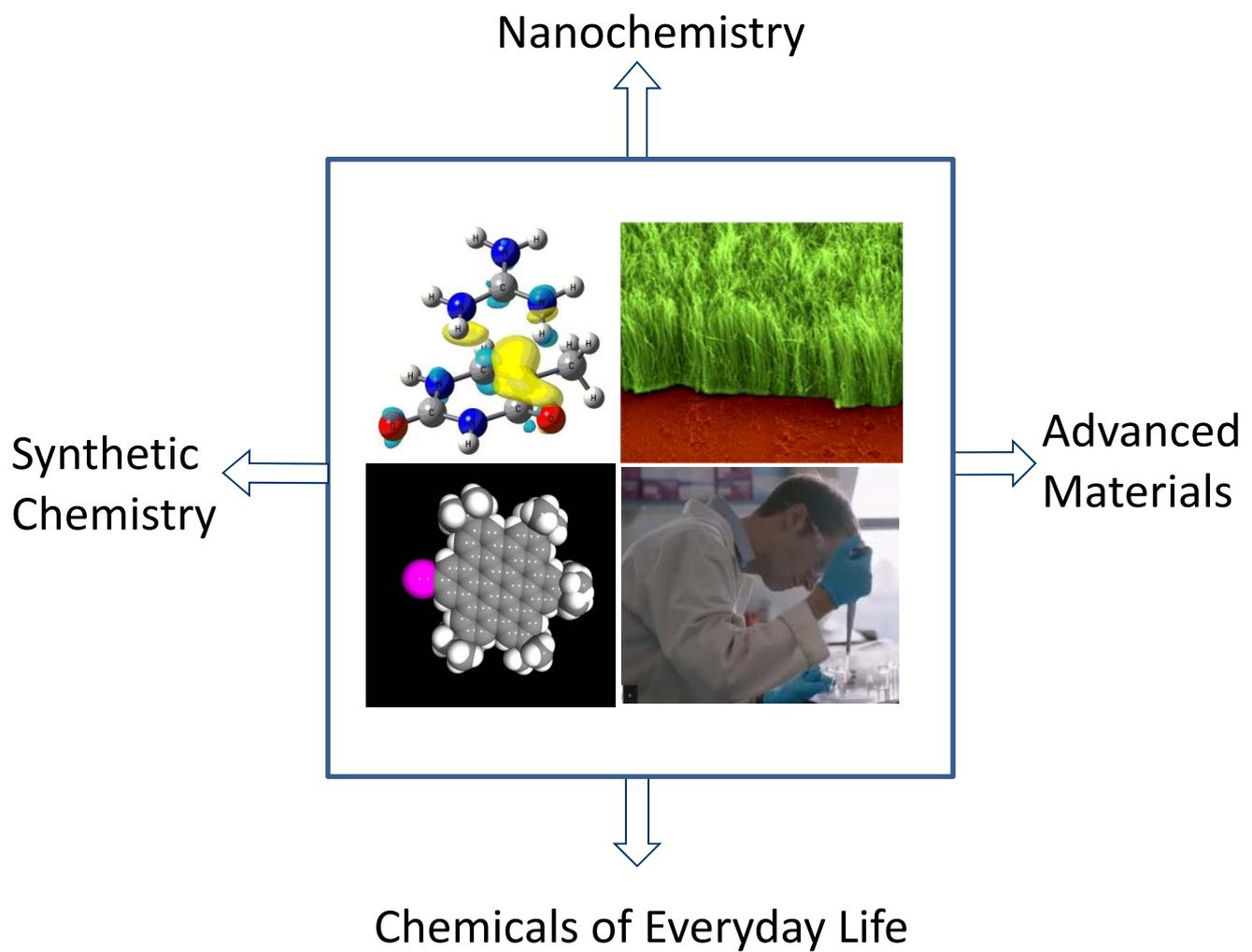




## School of Chemistry

### Information for New Staff





**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**December 2017**

Welcome to the School of Chemistry. We very much hope that you have an enjoyable and productive time here.

In this document you will find information that should assist you in familiarizing yourself with the teaching and research programmes in the School of Chemistry. Teaching in the School is arranged within the three broad disciplines of Organic, Medicinal and Biological Chemistry, Inorganic and Synthetic Materials Chemistry, and Physical, Computational and Materials Chemistry, each with its own Head of Discipline. Staff in the School are located in a number of buildings and institutes in College, such as the Main Chemistry Building, the SNIAM Building, CRANN, the Trinity Biomedical Science Institute (TBSI), the Lloyd Building and East-End 4/5 (where the Cocker teaching lab is located). Administration (School office) is housed in the main Chemistry Building (Room 1.2).

The College fosters an interdisciplinary approach to research and members of the School have strong links with colleagues in the physical, technological and biological sciences. There is an extensive overlap of interests with the School of Physics and CRANN, especially in surface and solid state science, and polymeric and optical materials. Members of the discipline of Organic, Medicinal and Biological Chemistry are housed in the TBSI, which is an interdisciplinary centre for biomedical translational scientific research involving the schools of Chemistry, Engineering, Biochemistry & Immunology, Medicine; and Pharmacy & Pharmaceutical Sciences.

We hope that this booklet will prove useful. It contains important details on the School and its policies.

Best wishes,

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Mike Lyons, Head of School

## Contents:

	Page
Head of School Welcome	2
Contents	3
Arrival in the School of Chemistry	4
Safety	4
Equality Training	4
Undergraduate Teaching	4
Postgraduate Teaching and Research	5
Research in the School of Chemistry	5
Mentoring Procedures	5
Other Training	6
Administrative Information	6
School Facilities/Instrumentation	7

**1. Arrival in the School of Chemistry:** On arrival, new members of the School should call to the office of the Chief Technical Officer (Teresa McDonnell), which can be accessed through the coffee room on the first floor of the main Chemistry Building. Teresa can provide you with the relevant office and lab keys on receipt of a €10 deposit. You should also introduce yourself to the office staff in the adjacent office so that they will know to add you to mailing lists etc., if needed. Please complete the registration form at <http://chemistry.tcd.ie/staff/new> and send it to Sinéad Boyce ([sboyce@tcd.ie](mailto:sboyce@tcd.ie)), the School Administrative Manager.

General information for all new members of staff in TCD is provided by TCD human resources. (<http://www.tcd.ie/hr/new-college/index.php>).

**2. Safety:** The School's Safety Officer is Prof. Bob Baker and all safety-related information can be accessed from <http://chemistry.tcd.ie/safety>. All new staff members must obtain the required safety training before carrying out any lab work. The School's Safety Statement and the document "Safety Is Your Business", which contains a more detailed account of "local rules" for working in the School, should be read and understood by everyone working in the School.

All researchers (research assistant/postdoctoral researcher/academic) and technical staff must sign the safety agreement form, found at the end of "Safety is Your Business" to indicate that they are aware of, and will conform to, safe working practices in the School of Chemistry. The signed form should be returned to Jennifer in the School Office.

Members of the School Safety Committee review compliance levels at regular intervals to ensure that safety is part of the School's culture and that training can be offered in cases where it is needed. A one-day workshop on Safety takes place each September for new postgraduate and research staff. In addition, safety workshops are offered at a College level (for details, see <http://www.tcd.ie/estatesandfacilities/health-and-safety/>).

The School has a policy of on-going development of workshops and training (including the provision of web-based materials) at every level from undergraduate entry upwards. Materials from these workshops are generally available on the School's safety web page (<http://chemistry.tcd.ie/safety>). Individual research and teaching laboratories may also have lab-specific safety protocols/guidelines that must be read and understood prior to any lab work being performed. All members of the School of Chemistry who are actively working in laboratories must attend a fire safety training course, organized by the Director of Buildings Office each year (normally in September).

**3. Equality:** All new members of the School of Chemistry (academic, research, administrative and technical staff, and postgraduate students) are encouraged to complete the LEAD web-based equality training programme available at <http://www.leadequalitynetwork.com/>. This will form part of our efforts towards continued Athena Swan accreditation. It is also mandatory for all staff sitting on interview panels to have undergone this training.

**4. Undergraduate Teaching:** The Director of Teaching and Learning (Undergraduate) is Prof. Paula Colavita and the Associate Director is Prof. Eoin Scanlan. The School of Chemistry runs the Chemistry component of TR071, TCD's general science common-entry programme (currently in its final year and to be replaced in 2018/19 by a number of streams, with TR061 being the Chemical Sciences stream). The School teaches the Junior Fresh (first year) and Senior Fresh (second-year)

cohorts, with class sizes of up to 400 students, as well as Junior Sophister (third-year) and Senior Sophister (fourth-year) Chemistry classes with up to 80 students. The School runs the following direct-entry courses: Chemistry with Molecular Modelling (CMM, TR074); Medicinal Chemistry (MedChem, TR075); and, in association with the School of Physics, Nanoscience, Physics and Chemistry of Advanced Materials (N-PCAM, TR076). These direct-entry courses will also be subsumed into TR061 from 2018/19. Further information on these courses can be found on the School's website (<http://chemistry.tcd.ie>). Academic staff in the School have a teaching load of approximately 100 contact hours per year. This is divided between lecturing and undergraduate lab supervision. Academic staff are responsible for all assessment and marking of the lecture material. Lecture material is predominantly assessed in end-of-year examinations (late April and May), with supplemental (repeat) examinations taking place in August.

TCD Schedule of Grades
I = 70%+
II-1 = 60-69%
II-2 = 50-59%
III = 40-49%
F-1 = 30-39%
F-2 = 0-29%

**5. Postgraduate Teaching and Research:** The Director of Teaching and Learning (Postgraduate) is Prof. Dónall Mac Dónaill. Postgraduate students are enrolled in the Dublin Chemistry Graduate Programme (DubChem), a joint, structured Ph.D. programme between UCD and TCD, with taught modules offered to postgrads of both Schools. All postgrads are also required to act as demonstrators in undergraduate laboratories. Postgrad-specific information can be accessed from the Study Chemistry webpage (<http://chemistry.tcd.ie/draft/Study/>).

Most members of the academic staff contribute approximately 10 hours of lecturing per annum to the DubChem programme. Postgraduate researchers are responsible for undergraduate demonstrating in the School of Chemistry. Demonstrators serve as both mentor and instructor to the students. In laboratory class most of the students have had little or no experience in reducing theory to practice and they are learning new skills that they have not used before. This makes the demonstrators' help the most important factor contributing to the successful acquisition by the students of the skills required to be a good experimental chemist. The Fresh Laboratory coordinator is Dr. Noelle Scully.

**6. Research in the School of Chemistry:** The Director of Research is Prof. Thorri Gunnlaugsson and the School of Chemistry has an active research programme (<http://chemistry.tcd.ie/research/>) that spans all sub-disciplines of Chemistry. There are a great many inter-departmental and international research programmes currently underway. Research income is earned from national, international and commercial sources and the School holds grants in a number of research programmes funded by the European community. Several groups are involved in networks of European laboratories, often as co-ordinators and the School currently has four ERC grant holders. The College fosters an interdisciplinary approach to research and members of the School have strong links with colleagues in the physical, technological and biological sciences throughout the College.

**7. Mentoring Procedures:** It is the School's responsibility to ensure that early stage academic staff and postdoctoral research fellows are successful in the next phase of their careers. The School's Mentoring Programme is designed to help younger faculty members plan their careers with the advice of more experienced colleagues. The assignment of a mentor to junior academic staff will be made by the Head of School (HoS) or by asking senior faculty to volunteer, with the pairing based on research interests and input from the Head of Discipline (HoD). The postdoctoral Mentoring Programme's chief objective is to ensure that all postdocs have access to broad and sound advice about their career and personal development. The postdoc mentor is typically the PI of the grant that funds the postdoctoral researcher, i.e. their line manager. However, in many instances, it is desirable for the mentee to build a network of advisors beyond their line manager.

**8. Other training:** TCD offers regular training courses through Human Resources (<http://www.tcd.ie/hr/our-services/learning-and-development/>), the Centre for Academic Practice and eLearning (CAPSL; <https://www.tcd.ie/CAPSL/professional-development/>) and Trinity Research & Innovation (<https://www.tcd.ie/innovation/>).

Training on how to maintain a scientific notebook/lab-book can be found here:

<http://colinpurrington.com/tips/academic/labnotebooks>

[https://www.training.nih.gov/assets/Lab\\_Notebook\\_508\\_\(new\).pdf](https://www.training.nih.gov/assets/Lab_Notebook_508_(new).pdf)

**9. Administration Information:** Most general enquiries should be directed to the School Office, which is housed in Room 1.2 in the Chemistry Building. AnneMarie Farrell (Senior Executive Officer) and Jennifer McHugh (Executive Officer) should be able to answer most of your queries/ direct you to the appropriate person. Maria Copley is in Room 2.8 and deals with website updates, courier services, seminars and outreach. Sinéad Boyce is the School Administrative Manager (Room 2.3a) and should be contacted in relation to HR and finance issues. The administrative staff oversee the management of the following:

- *Demonstrator payments:* Jennifer
- *DubChem administration:* Sinéad
- *Exams/exam papers:* AnneMarie collates all exam papers and liaises with the external examiners to ensure that their feedback is considered/incorporated into exam questions. The admin team oversees the printing of papers for the Exams Office, the collection/distribution and collation of exam scripts and exam marks. AnneMarie and Sinéad are responsible for the input of marks and the progression of students within SITS
- *External examiners: Arrangement of accommodation and booking of venues:* AnneMarie and Jennifer
- *External examiners: Processing of fees and expenses:* Sinéad
- *Forms requiring HoS approval/sign-off:* Sinéad
- *Postgraduate demonstrating:* Noelle
- *Postgraduate queries/administration:* Jennifer
- *Safety Secretary:* Jennifer
- *School website updates/courier services/TY programme/seminar series:* Maria
- *Senior Sophister research projects:* Preparation of project booklet, assignment of projects and examiners, scheduling of vivas: AnneMarie
- *Preparation of attendance sheets/management of student med certs:* AnneMarie and Jennifer

- *Timetabling*: Sinéad manages all undergraduate timetabling (in consultation with the Science Course Office for Fresh teaching). AnneMarie and Jennifer can make ad-hoc room bookings for one-off events.
- *Transcript requests*: AnneMarie and Jennifer
- *Undergraduate queries/administration*: AnneMarie

**10. School Facilities/Instrumentation:** Details of all facilities owned/maintained by the School of Chemistry can be found at <http://chemistry.tcd.ie/facilities>