POSTING EXEMPT

Term Adjuncts

SEPTEMBER 7, 2022

**HUMAN RIGHTS
AND EQUITY OFFICE**
at Queen's University

TABLE OF CONTENTS

GENERAL DESCRIPTION

Equity Services is mandated to collect, track and report on employment equity hiring data as it pertains to faculty and staff applicants. This includes when the job is not posted or advertised. Article 25.10.1.5 of the Collective Agreement between QUFA and Queen's University outlines the exceptions to the posting requirements for Term Adjuncts. The posting exempt hiring data is used when completing the annual compliance report to the Joint Committee for the Administration of the Agreement (JCAA).

The posting exempt information is submitted through the Queen's Equity Appointments Process (QEAP) application.

The EE Rep begins the process by contacting Equity Services at equity@queensu.ca to request access to the QEAP application if they do not already have access. EE Reps should allow 24 hours to gain access to the application.
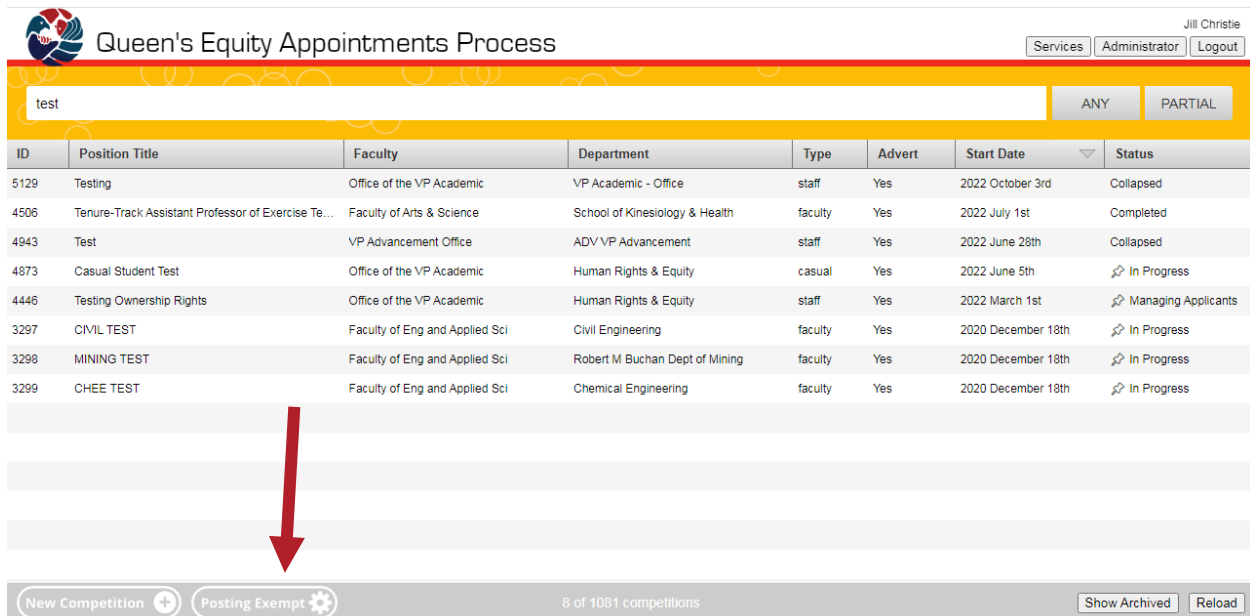
Once access has been provided, the EE Rep enters the application using their netid and password. Once the EE Rep has access to the application, the EE Rep starts by selecting the 'posting exempt' button on the bottom left of the page. This opens up the Competition Creator Tool. The EE Rep will be prompted to enter the information regarding the posting exempt term adjunct position.

The progress in the Competition Creator Tool is saved automatically and does not require a completed process to be done in a single sitting.

https://queensu.ca/equity/secure/qeap/

Starting a Posting Exempt Submission

1. Below is a screen shot of the home page of the QEAP application.   Once you log in with your netid and password, this screen appears.

2. On the bottom left corner of the page click **'Posting Exempt'.** This will open up the '**Competition Creator'** screen.
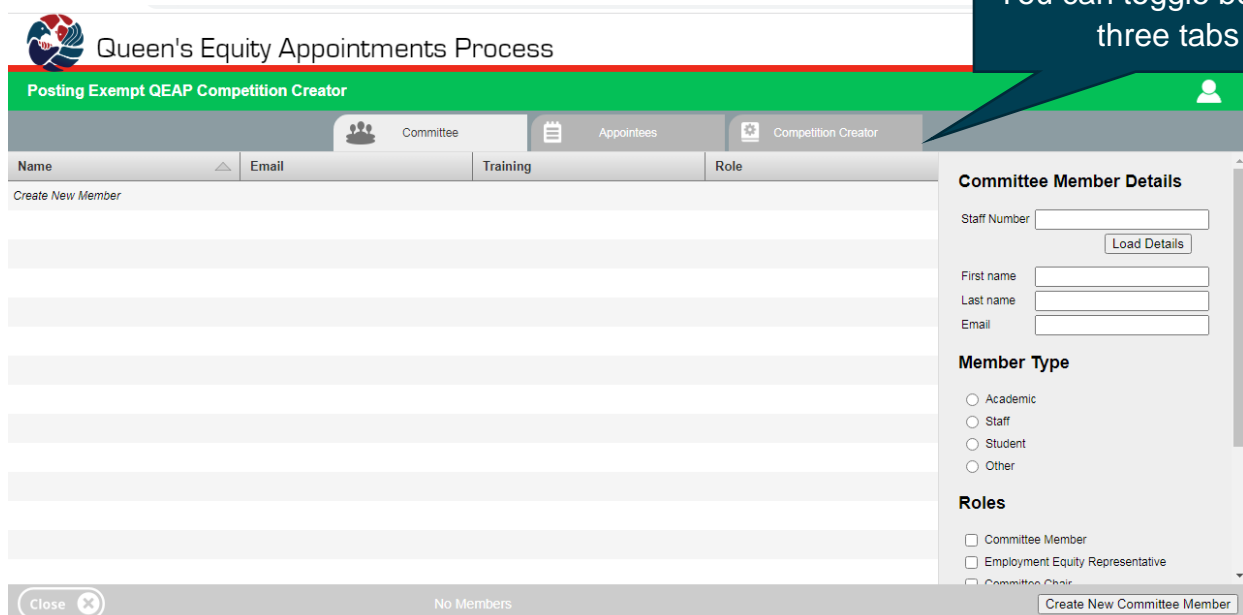

3. In the Posting Exempt QEAP Competition Creator screen enter the Committee members and Appointee(s):

You can toggle between three tabs

COMMITTEE MEMBERS

1. On the **'Committee' tab,** enter the Committee members.

2. You will notice that as the EE Rep you will already be listed under the Committee Tab.
3. Enter your Committee Members in the right navigation (EE Reps must complete A/RTPC and EE Rep training, and Chairs must complete A/RTPC training, in order to be entered as members in the system).
4. Enter the **'Staff Number'** of the committee member and hit **'Load Details'**. If the Committee member has equity training the details will load automatically. If the Committee member does not have equity training, enter in their details.
5. Next select the **'member type'** as well as **'role'**, such as 'Committee Chair' if applicable.
6. Click **'Create New Committee Member'** on the bottom right hand side of the page.
7. To enter another committee member Click **'Create New Member'** on your dashboard under the last committee member you added and repeat steps.
8. At any time you can select an existing committee member, change details and click 'Save Changes"

APPOINTEES

1. Continue to the **'Appointees'** tab

2. The following screen will appear:

3. Enter your appointee details in the right navigation.

4. Once details have been entered click '**Create New Appointee'** on the bottom right of the screen.

5. To enter another appointee Click **'Add New Appointee'** on your dashboard under the last appointee you added and repeat step.

6. Once all appointees have been added proceed to the final tab, '**Competition Creator'**.

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COMPETITION CREATOR

If you are unsure of what steps still remain, click on **'Competition Creator'**, here is an example when all of the requirements are complete:

1. Once all steps are complete select your Faculty and Department and click **'Submit and Create'**.

2. **If you have entered multiple appointees, multiple competitions will be created in QEAP. There is a competition created for every new position.**

3. Once you click **'Submit and Create'** your posting exempt position(s) will show up on your QEAP dashboard and you can no longer access it through the Competition Creator.

4. You will notice on the screen shot below under the column **'Advert'** it will say **'NO'** for this position.

Queen's Equity Appointments Process

Jill Christie

Services | Administrator | Logout

human rights | ANY | PARTIAL

ID	Position Title	Faculty	Department	Type	Advert	Start Date ▽	Status
5160	Term Adjunct	Office of the VP Academic	Human Rights & Equity	faculty	No	2022 September 1st	Completed
4746	Student Peer Facilitator, Positive Space	Office of the VP Academic	Human Rights & Equity	staff	Yes	2022 August 1st	🖉 Appointing
4873	Casual Student Test	Office of the VP Academic	Human Rights & Equity	casual	Yes	2022 June 5th	🖉 In Progress
4629	Director, HREO	Office of the VP Academic	Human Rights & Equity	staff	Yes	2022 May 2nd	Collapsed
4446	Testing Ownership Rights	Office of the VP Academic	Human Rights & Equity	staff	Yes	2022 March 1st	🖉 Managing Applicants
4378	SVPR - Community Outreach and Student Supp...	Office of the VP Academic	Human Rights & Equity	staff	Yes	2022 February 14th	Completed
4205	Equity Education and Learning Coordinator	Office of the VP Academic	Human Rights & Equity	staff	Yes	2022 January 3rd	Completed

New Competition ⊕ | Posting Exempt ⚙ | 7 of 1082 competitions | Show Archived | Reload

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