HUMAN RIGHTS AND EQUITY OFFICE

POSTING EXCEPTION

Term Adjuncts

JUNE 25, 2024

HUMAN RIGHTS AND EQUITY OFFICE at Queen's University

Queen's UNIVERSITY

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GENERAL DESCRIPTION

The Human Rights and Equity Office (HREO) 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 data for hires done with a posting exception is used when completing the annual compliance report to the Joint Committee for the Administration of the Agreement (JCAA).

The posting exception hiring 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.

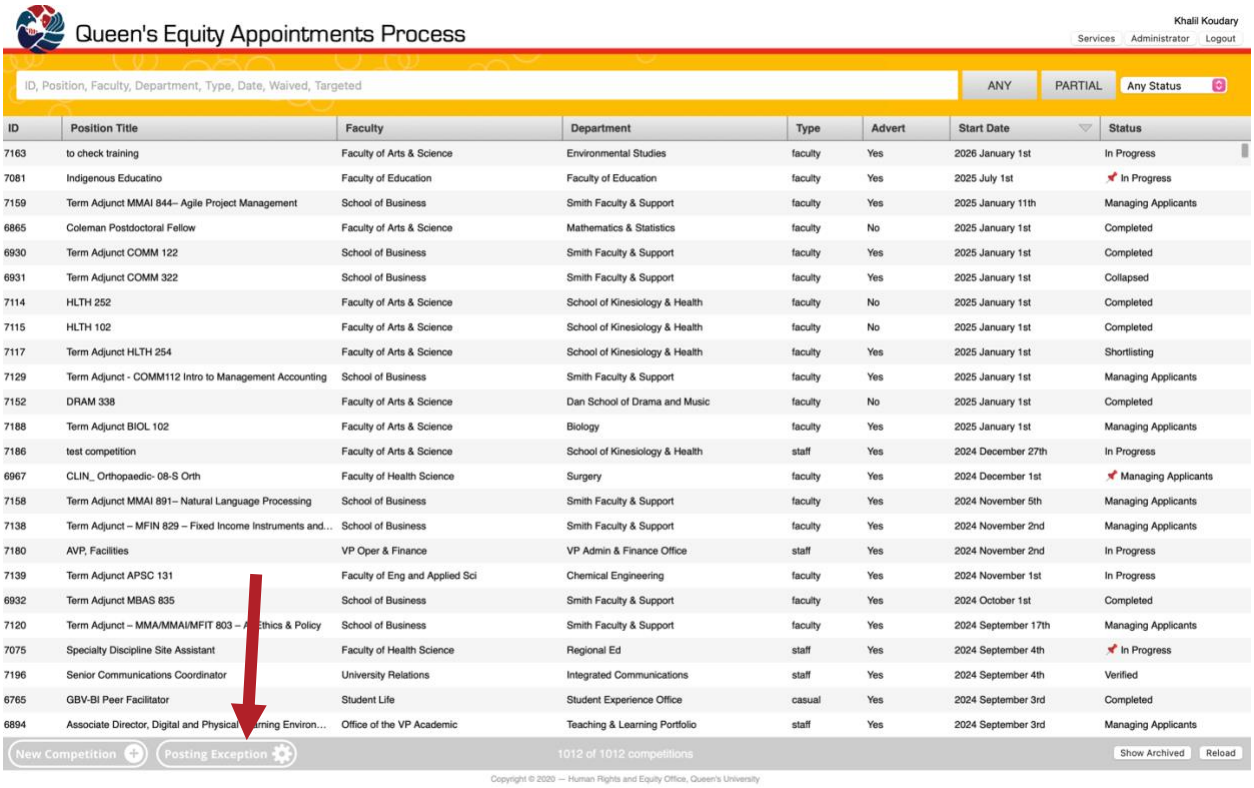
Once access has been provided, the EE Rep enters the application using their netid and password. Once the EE Rep has access to the application, the EE Rep starts by selecting the '**Posting Exception'** button on the bottom left of the page. This opens up the Competition Creator Tool. The EE Rep will be prompted to enter the information regarding the posting exception 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.

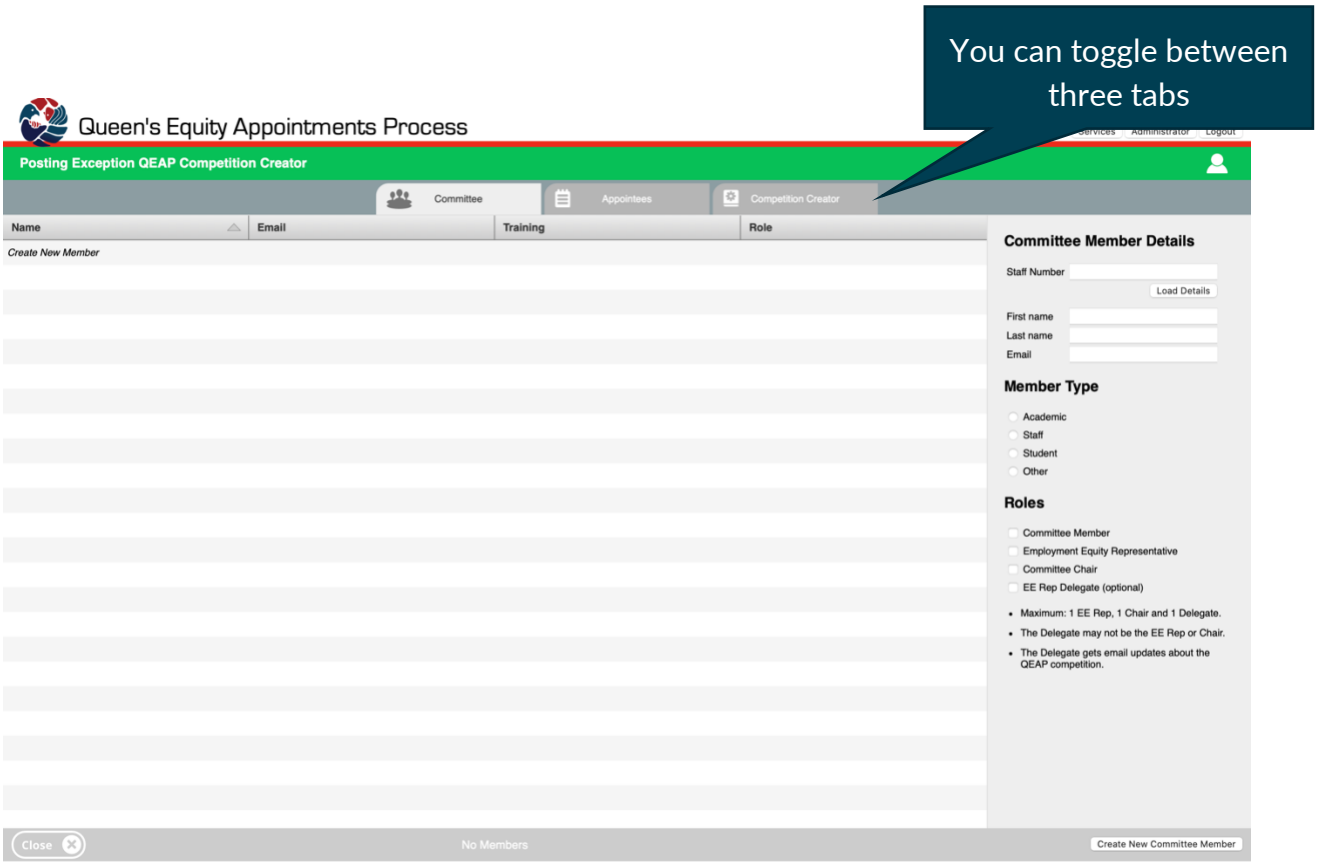
https://queensu.ca/equity/secure/qeap/

Starting a Posting Exception 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 Exception'.** This will open up the '**Posting Exception QEAP Competition Creator'** screen.

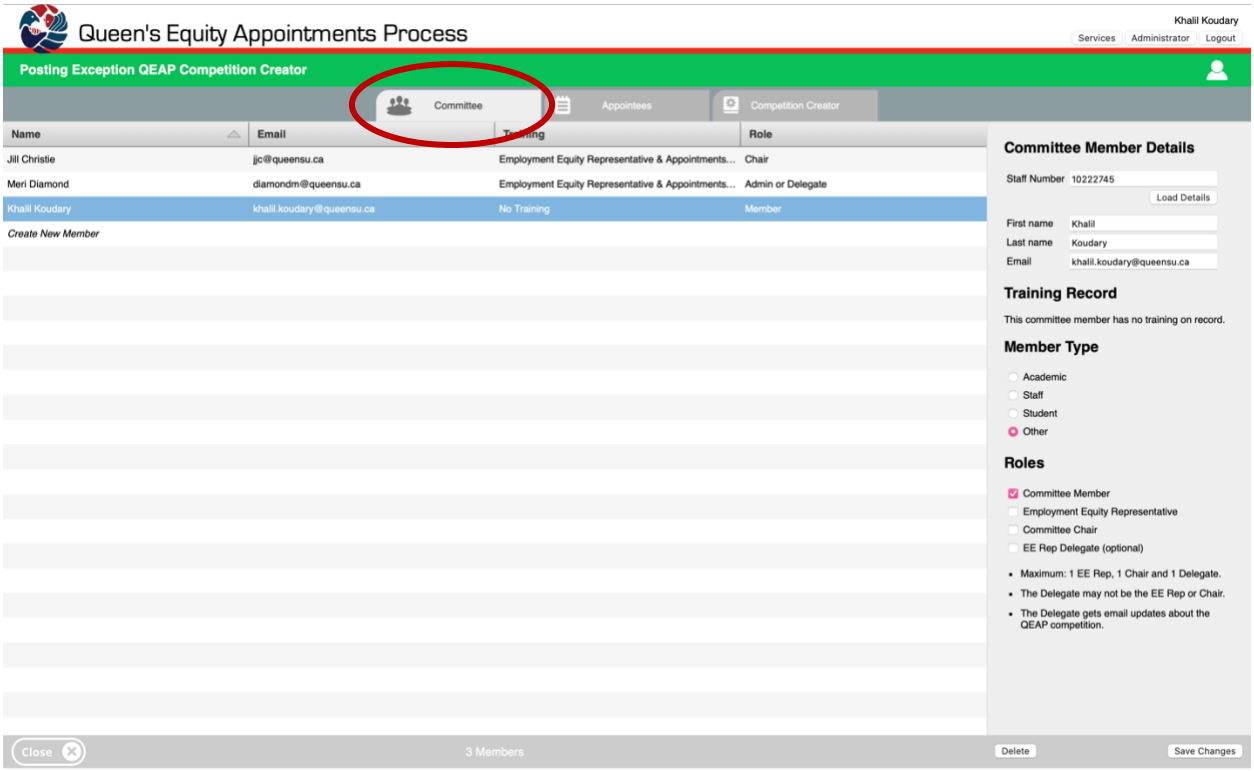


3. In the Posting Exception QEAP Competition Creator screen enter the Committee members and Appointee(s):



COMMITTEE MEMBERS

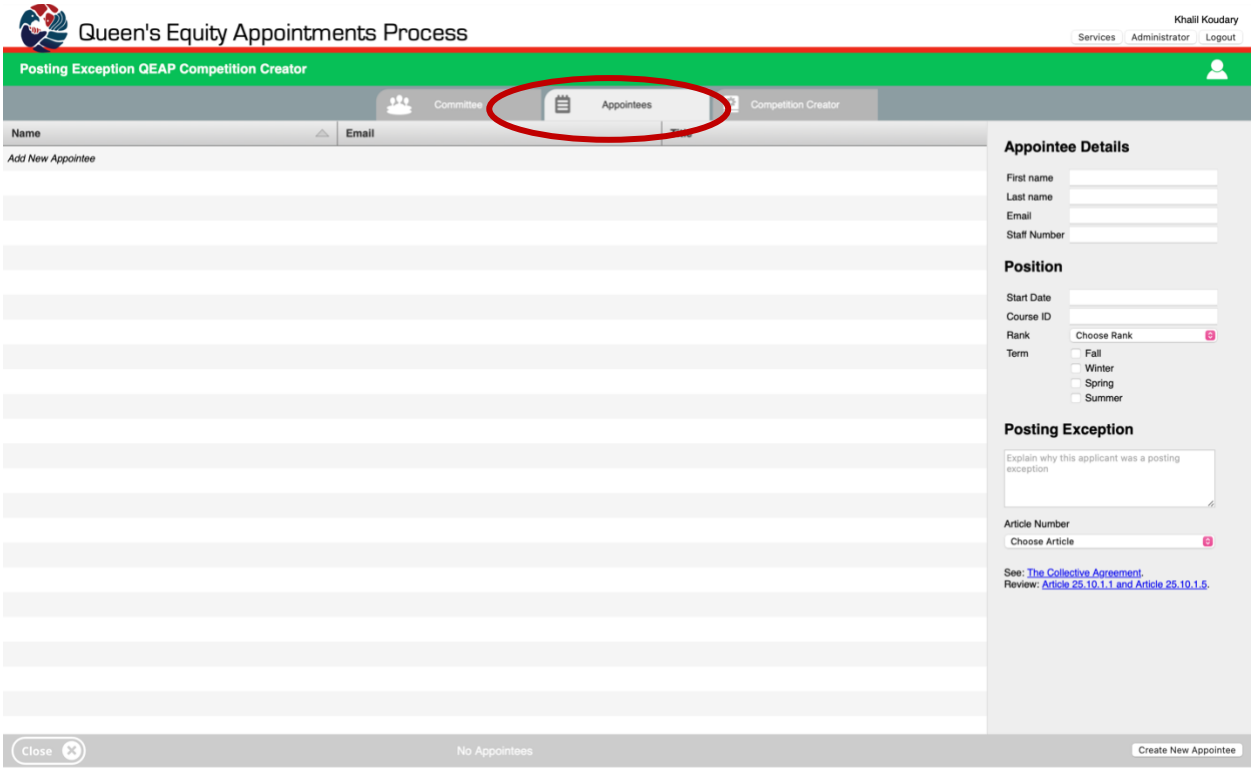
1. On the **'Committee' tab,** enter the Committee members.



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

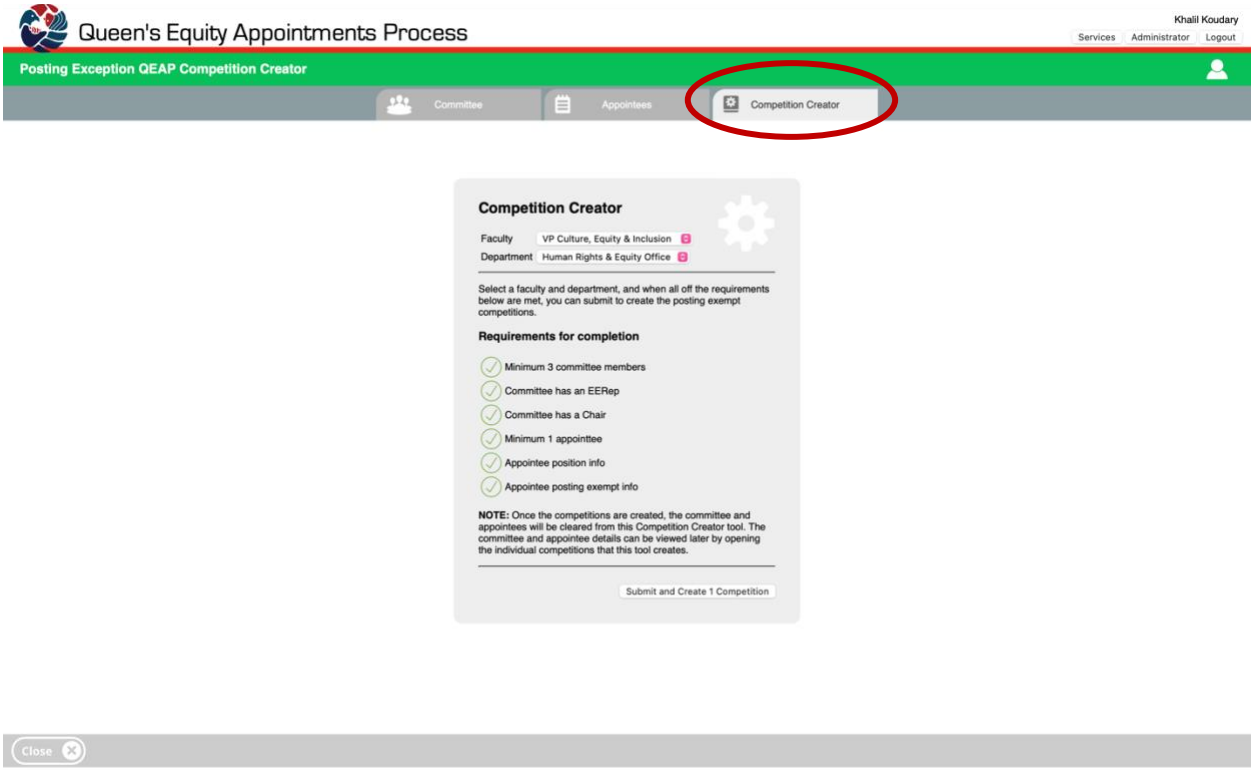
1. Continue to the **'Appointees'** tab
2. The following screen will appear:



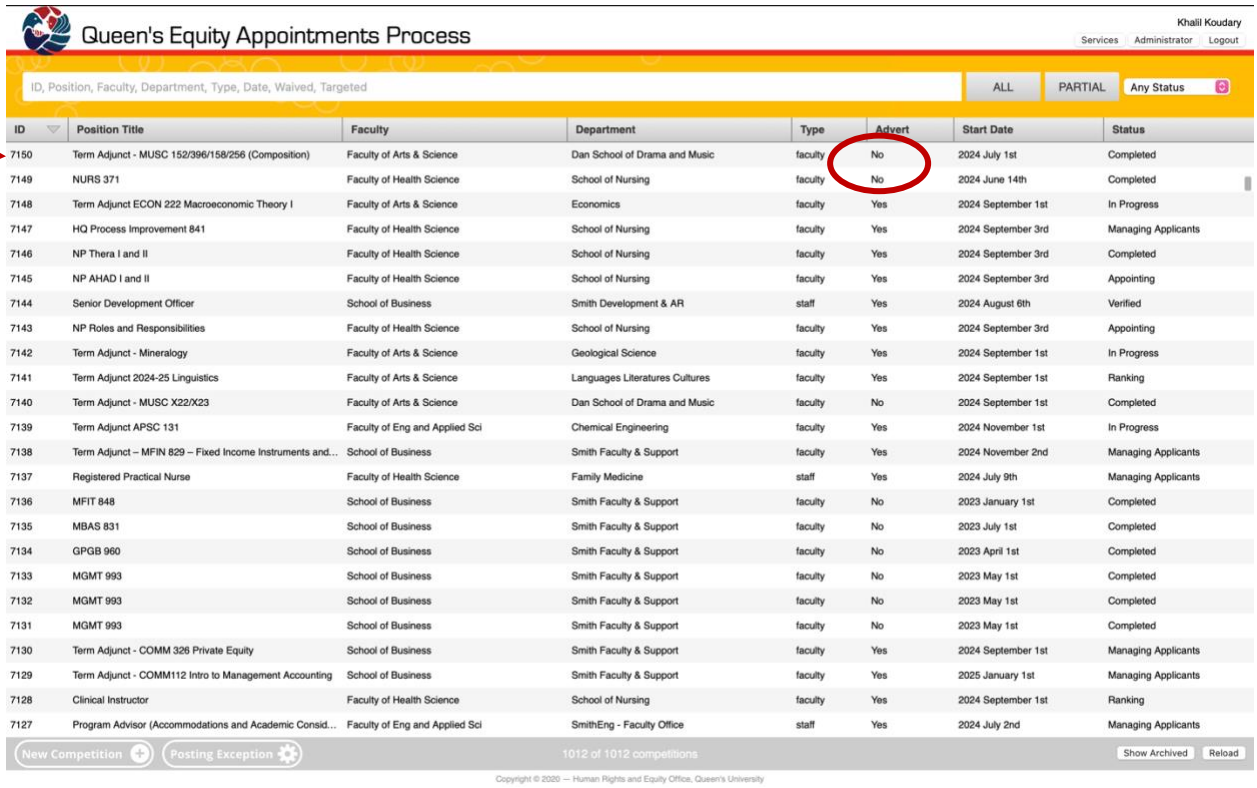
3. Enter your appointee details in the right navigation. All fields are required.
4. Once details have been entered click '**Create New Appointee'** on the bottom right of the screen.
5. To enter another appointee Click **'Add New Appointee'** on your dashboard under the last appointee you added and repeat step.
6. Once all appointees have been added proceed to the final tab, '**Competition Creator'**.

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 exception 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
Khalil Koudary
Services
Administrator
Logout
ID, Position, Faculty, Department, Type, Date, Waived, Targeted
ALL
PARTIAL
Any Status
ID
Position Title
Faculty
Department
Type
Advert
Start Date
Status
7150 Term Adjunct - MUSC 152/396/158/256 (Composition) Faculty of Arts & Science Dan School of Drama and Music faculty No 2024 July 1st Completed
7149 NURS 371 Faculty of Health Science School of Nursing faculty No 2024 June 14th Completed
7148 Term Adjunct ECON 222 Macroeconomic Theory I Faculty of Arts & Science Economics faculty Yes 2024 September 1st In Progress
7147 HQ Process Improvement 841 Faculty of Health Science School of Nursing faculty Yes 2024 September 3rd Managing Applicants
7146 NP Thera I and II Faculty of Health Science School of Nursing faculty Yes 2024 September 3rd Completed
7145 NP AHAD I and II Faculty of Health Science School of Nursing faculty Yes 2024 September 3rd Appointing
7144 Senior Development Officer School of Business Smith Development & AR staff Yes 2024 August 6th Verified
7143 NP Roles and Responsibilities Faculty of Health Science School of Nursing faculty Yes 2024 September 3rd Appointing
7142 Term Adjunct - Mineralogy Faculty of Arts & Science Geological Science faculty Yes 2024 September 1st In Progress
7141 Term Adjunct 2024-25 Linguistics Faculty of Arts & Science Languages Literatures Cultures faculty Yes 2024 September 1st Ranking
7140 Term Adjunct - MUSC X22/X23 Faculty of Arts & Science Dan School of Drama and Music faculty No 2024 September 1st Completed
7139 Term Adjunct APSC 131 Faculty of Eng and Applied Sci Chemical Engineering faculty Yes 2024 November 1st In Progress
7138 Term Adjunct – MFIN 829 – Fixed Income Instruments and... School of Business Smith Faculty & Support faculty Yes 2024 November 2nd Managing Applicants
7137 Registered Practical Nurse Faculty of Health Science Family Medicine staff Yes 2024 July 9th Managing Applicants
7136 MFIT 848 School of Business Smith Faculty & Support faculty No 2023 January 1st Completed
7135 MBAS 831 School of Business Smith Faculty & Support faculty No 2023 July 1st Completed
7134 GPGB 960 School of Business Smith Faculty & Support faculty No 2023 April 1st Completed
7133 MGMT 993 School of Business Smith Faculty & Support faculty No 2023 May 1st Completed
7132 MGMT 993 School of Business Smith Faculty & Support faculty No 2023 May 1st Completed
7131 MGMT 993 School of Business Smith Faculty & Support faculty No 2023 May 1st Completed
7130 Term Adjunct - COMM 326 Private Equity School of Business Smith Faculty & Support faculty Yes 2024 September 1st Managing Applicants
7129 Term Adjunct - COMM112 Intro to Management Accounting School of Business Smith Faculty & Support faculty Yes 2025 January 1st Managing Applicants
7128 Clinical Instructor Faculty of Health Science School of Nursing faculty Yes 2024 September 1st Ranking
7127 Program Advisor (Accommodations and Academic Consid... Faculty of Eng and Applied Sci SmithEng - Faculty Office staff Yes 2024 July 2nd Managing Applicants
New Competition
Posting Exception
1012 of 1012 competitions
Show Archived
Reload
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