
POSTING EXCEPTION

Term Adjuncts

JUNE 25, 2024



**HUMAN RIGHTS
AND EQUITY OFFICE**
at 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.

Queen's Equity Appointments Process

Services Administrator Logout

Khali Koudary

ID, Position, Faculty, Department, Type, Date, Waived, Targeted

ANY PARTIAL Any Status

ID	Position Title	Faculty	Department	Type	Advert	Start Date	Status
7163	to check training	Faculty of Arts & Science	Environmental Studies	faculty	Yes	2026 January 1st	In Progress
7081	Indigenous Educatino	Faculty of Education	Faculty of Education	faculty	Yes	2025 July 1st	In Progress
7159	Term Adjunct MMAI 844- Agile Project Management	School of Business	Smith Faculty & Support	faculty	Yes	2025 January 11th	Managing Applicants
8865	Coleman Postdoctoral Fellow	Faculty of Arts & Science	Mathematics & Statistics	faculty	No	2025 January 1st	Completed
8930	Term Adjunct COMM 122	School of Business	Smith Faculty & Support	faculty	Yes	2025 January 1st	Completed
8931	Term Adjunct COMM 322	School of Business	Smith Faculty & Support	faculty	Yes	2025 January 1st	Collapsed
7114	HLTH 252	Faculty of Arts & Science	School of Kinesiology & Health	faculty	No	2025 January 1st	Completed
7115	HLTH 102	Faculty of Arts & Science	School of Kinesiology & Health	faculty	No	2025 January 1st	Completed
7117	Term Adjunct HLTH 254	Faculty of Arts & Science	School of Kinesiology & Health	faculty	Yes	2025 January 1st	Shortlisting
7129	Term Adjunct - COMM112 Intro to Management Accounting	School of Business	Smith Faculty & Support	faculty	Yes	2025 January 1st	Managing Applicants
7152	DRAM 338	Faculty of Arts & Science	Dan School of Drama and Music	faculty	No	2025 January 1st	Completed
7188	Term Adjunct BIOL 102	Faculty of Arts & Science	Biology	faculty	Yes	2025 January 1st	Managing Applicants
7186	test competition	Faculty of Arts & Science	School of Kinesiology & Health	staff	Yes	2024 December 27th	In Progress
8967	CLIN_ Orthopaedic- 08-S Orth	Faculty of Health Science	Surgery	faculty	Yes	2024 December 1st	Managing Applicants
7158	Term Adjunct MMAI 891- Natural Language Processing	School of Business	Smith Faculty & Support	faculty	Yes	2024 November 5th	Managing Applicants
7138	Term Adjunct - MFIN 829 - Fixed Income Instruments and...	School of Business	Smith Faculty & Support	faculty	Yes	2024 November 2nd	Managing Applicants
7180	AVP, Facilities	VP Oper & Finance	VP Admin & Finance Office	staff	Yes	2024 November 2nd	In Progress
7139	Term Adjunct APSC 131	Faculty of Eng and Applied Sci	Chemical Engineering	faculty	Yes	2024 November 1st	In Progress
8932	Term Adjunct MBAS 835	School of Business	Smith Faculty & Support	faculty	Yes	2024 October 1st	Completed
7120	Term Adjunct - MMA/MMAIMFIT 803 - Ethics & Policy	School of Business	Smith Faculty & Support	faculty	Yes	2024 September 17th	Managing Applicants
7075	Specialty Discipline Site Assistant	Faculty of Health Science	Regional Ed	staff	Yes	2024 September 4th	In Progress
7196	Senior Communications Coordinator	University Relations	Integrated Communications	staff	Yes	2024 September 4th	Verified
8785	GBV-BI Peer Facilitator	Student Life	Student Experience Office	casual	Yes	2024 September 3rd	Completed
8894	Associate Director, Digital and Physical Learning Environ...	Office of the VP Academic	Teaching & Learning Portfolio	staff	Yes	2024 September 3rd	Managing Applicants

New Competition Posting Exception

1012 of 1012 competitions

Show Archived Reload

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COMMITTEE MEMBERS

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

The screenshot shows the 'Queen's Equity Appointments Process' web application. The 'Committee' tab is selected and circled in red. The main table lists committee members with columns for Name, Email, Training, and Role. The member 'Khalil Koudary' is highlighted. On the right, the 'Committee Member Details' panel is visible, showing fields for Staff Number, First name, Last name, and Email. Below this are sections for Training Record, Member Type (with radio buttons for Academic, Staff, Student, and Other), and Roles (with checkboxes for Committee Member, Employment Equity Representative, Committee Chair, and EE Rep Delegate). A 'Create New Member' link is at the bottom left of the table.

Name	Email	Training	Role
Jill Christie	jic@queensu.ca	Employment Equity Representative & Appointments...	Chair
Meri Diamond	diamondm@queensu.ca	Employment Equity Representative & Appointments...	Admin or Delegate
Khalil Koudary	khalil.koudary@queensu.ca	No Training	Member

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:

The screenshot shows the 'Queen's Equity Appointments Process' interface. At the top, there is a navigation bar with 'Services', 'Administrator', and 'Logout' options, and the user name 'Khaili Koudary'. Below this is a green header for 'Posting Exception QEAP Competition Creator'. The main navigation tabs are 'Committee', 'Appointees' (highlighted with a red circle), and 'Competition Creator'. The main content area is a table with columns for 'Name' and 'Email', and a 'Add New Appointee' button. The right sidebar contains 'Appointee Details' and 'Posting Exception' sections. The 'Appointee Details' section includes fields for 'First name', 'Last name', 'Email', and 'Staff Number'. The 'Position' section includes fields for 'Start Date', 'Course ID', 'Rank' (with a 'Choose Rank' dropdown), and 'Term' (with radio buttons for 'Fall', 'Winter', 'Spring', and 'Summer'). The 'Posting Exception' section includes a text area for 'Explain why this applicant was a posting exception' and an 'Article Number' field (with a 'Choose Article' dropdown). At the bottom of the screen, there is a 'Close' button, 'No Appointees' text, and a 'Create New Appointee' button.

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:

A screenshot of the 'Competition Creator' form. It shows the following details: Faculty: VP Culture, Equity & Inclusion; Department: Human Rights & Equity Office. Below this is a gear icon and a note: 'Select a faculty and department, and when all off the requirements below are met, you can submit to create the posting exempt competitions.' A section titled 'Requirements for completion' lists five items, each with a green checkmark: 'Minimum 3 committee members', 'Committee has an EERep', 'Committee has a Chair', 'Minimum 1 appointee', and 'Appointee position info'. A final requirement is 'Appointee posting exempt info'. A 'NOTE' at the bottom states: 'Once the competitions are created, the committee and appointees will be cleared from this Competition Creator tool. The committee and appointee details can be viewed later by opening the individual competitions that this tool creates.' At the bottom right is a button labeled 'Submit and Create 1 Competition'.

Close

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

Khali 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

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