
POSTING EXEMPT

Term Adjuncts

SEPTEMBER 7, 2022



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

TABLE OF CONTENTS

Table of Contents	1
General Description.....	2
Starting a Posting Exempt Submission	3
Committee members.....	4
Appointees	5
Competition Creator.....	6

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.

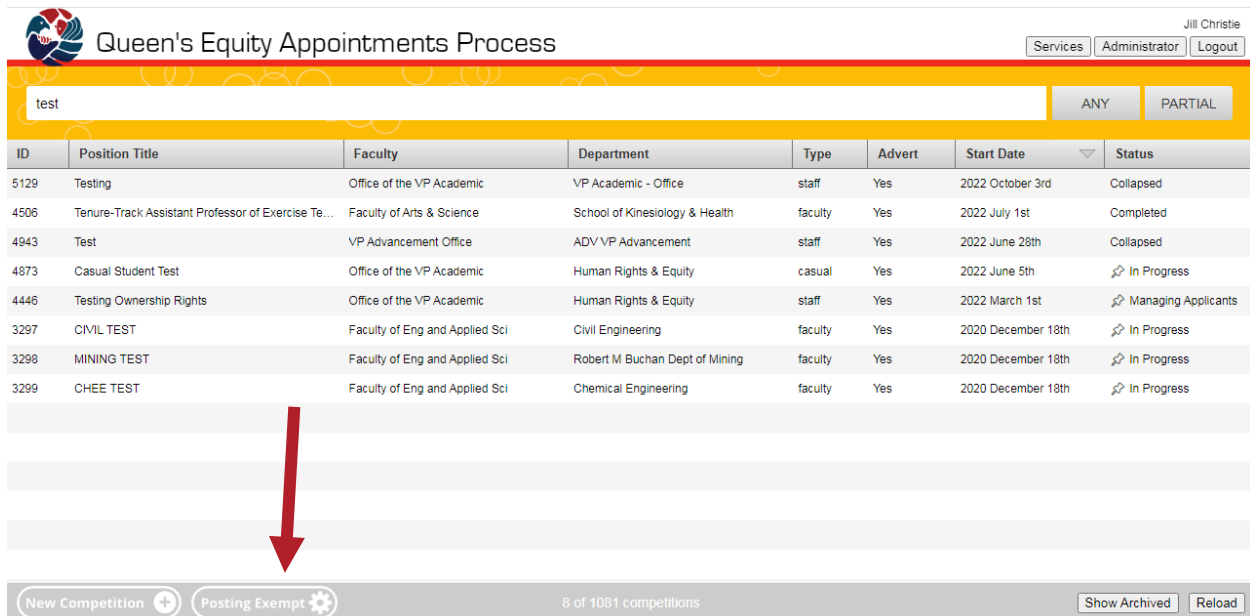
Once access has been provided, the EE Rep enters the application using their netid and password. Once the EE Rep has access to the application, the EE Rep starts by selecting the 'posting exempt' button on the bottom left of the page. This opens up the Competition Creator Tool. The EE Rep will be prompted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



Queen's Equity Appointments Process

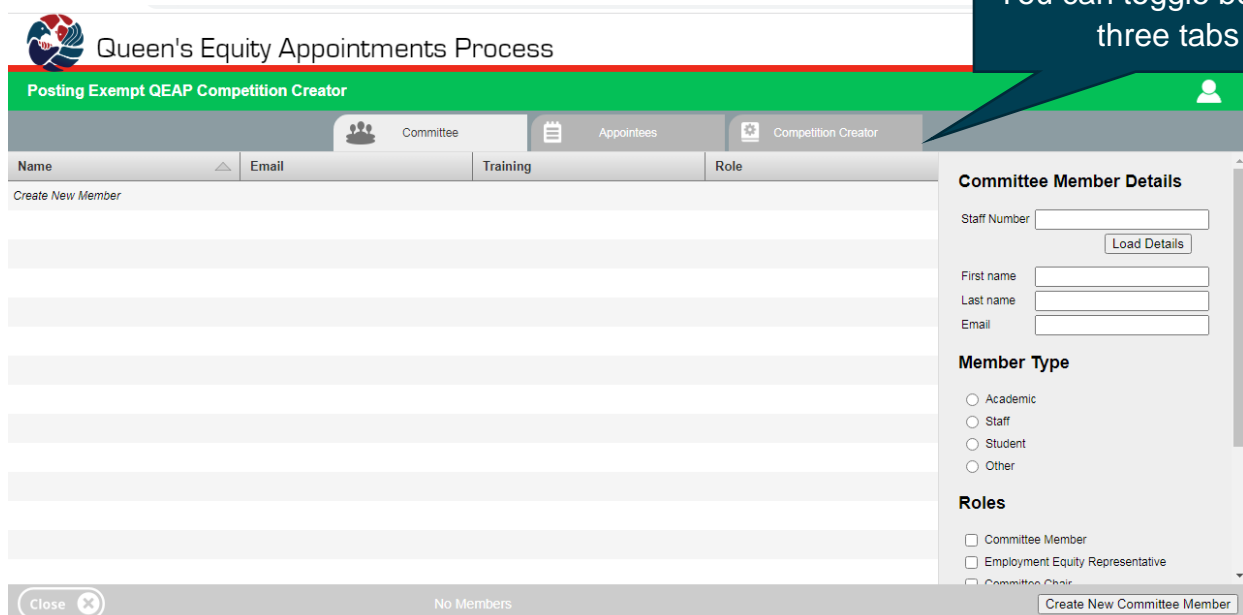
Services Administrator Logout

test ANY PARTIAL

ID	Position Title	Faculty	Department	Type	Advert	Start Date	Status
5129	Testing	Office of the VP Academic	VP Academic - Office	staff	Yes	2022 October 3rd	Collapsed
4506	Tenure-Track Assistant Professor of Exercise Te...	Faculty of Arts & Science	School of Kinesiology & Health	faculty	Yes	2022 July 1st	Completed
4943	Test	VP Advancement Office	ADV VP Advancement	staff	Yes	2022 June 28th	Collapsed
4873	Casual Student Test	Office of the VP Academic	Human Rights & Equity	casual	Yes	2022 June 5th	In Progress
4446	Testing Ownership Rights	Office of the VP Academic	Human Rights & Equity	staff	Yes	2022 March 1st	Managing Applicants
3297	CIVIL TEST	Faculty of Eng and Applied Sci	Civil Engineering	faculty	Yes	2020 December 18th	In Progress
3298	MINING TEST	Faculty of Eng and Applied Sci	Robert M Buchan Dept of Mining	faculty	Yes	2020 December 18th	In Progress
3299	CHEE TEST	Faculty of Eng and Applied Sci	Chemical Engineering	faculty	Yes	2020 December 18th	In Progress

New Competition + Posting Exempt ⚙️ 8 of 1081 competitions Show Archived Reload

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



Queen's Equity Appointments Process

Posting Exempt QEAP Competition Creator

Committee Appointees Competition Creator

Name Email Training Role

Create New Member

Committee Member Details

Staff Number

Load Details

First name

Last name

Email

Member Type

☐ Academic

☐ Staff

☐ Student

☐ Other

Roles

☐ Committee Member

☐ Employment Equity Representative

☐ Committee Chair

Create New Committee Member

Close X No Members

COMMITTEE MEMBERS

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

Queen's Equity Appointments Process

Jill Christie Services Administrator Logout

Posting Exempt QEAP Competition Creator

Committee Appointees Competition Creator

Name	Email	Training	Role
Jill Christie	jic@queensu.ca	Employment Equity Representative & Ap...	EE Rep
Erin Clow	erin.clow@queensu.ca	No Training	Member
Meri Diamond	diamondm@queensu.ca	No Training	Member

Create New Member

Committee Member Details

Staff Number: 6299567
Load Details

First name: Erin
Last name: Clow
Email: erin.clow@queensu.ca

Training Record

This committee member has no training on record.

Member Type

☐ Academic
☒ Staff
☐ Student
☐ Other

Roles

Delete Save Changes

Close 3 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:

Queen's Equity Appointments Process

Jill Christie
Services Administrator Logout

Posting Exempt QEAP Competition Creator

Committee Appointees Competition Creator

Name Email Title

Add New Appointee

No Appointees

Close

Appointee Details

First name
Last name
Email
Staff Number

Position

Start Date
Position Title
Rank Choose Rank

Posting Exemption

Explain why this applicant was posting exempt

Article Number
Choose Article

Create New Applicant

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**'.

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:

Queen's Equity Appointments Process

Jill Christie

Services | Administrator | Logout

Posting Exempt QEAP Competition Creator

Committee | Appointees | **Competition Creator**

Competition Creator

Faculty: Choose Faculty
Department: Choose Department

Select a faculty and department, and when all off the requirements below are met, you can submit to create the posting exempt competitions.

Requirements for completion

- ✓ Minimum 3 committee members
- ✓ Committee has an EERep
- ✓ Committee has a Chair
- ✓ Minimum 1 appointee
- ✓ Appointee position info
- ✓ Appointee posting exempt info

NOTE: Once the competitions are created, the committee and

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 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