Greetings from the Equity Office,

We are happy to announce that the Equity Reporting Forms for the Renewal, Tenure, Promotion and Continuing process are now ONLINE!

This new online system replaces the paper forms. The process is now much simpler in that users will only need to access the system **one time** to complete the forms. Once the committee has made a recommendation, the EE Rep will then access the system and submit the application.

What you need to know

Access to the application is by SSO and EE Reps will be required to request access by contacting the Equity Office equity@queensu.ca. Users **will not** get access if they have not taken EE Rep training. As with the FAD application, users can be delegates for the EE Rep but again, must also have EE Rep training.

Link to the application: https://webapp.queensu.ca/equity/rtpc/

RTPC user manual is available on the Equity Office website found here:
http://www.queensu.ca/equity/employment/forms.html

If you have any questions, please feel free to contact the Equity Office.

All the best,

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