

Why should my unit complete the DEAP tool?

The DEAP tool has been designed to assist units in better understanding their environment and climate relating to equity, diversity and inclusion, and is responsive to the needs of each particular unit. Use of the DEAP tool is recommended in both the [Principal's Implementation Committee on Racism, Diversity, and Inclusion \(PICRDI\)](#) and the [Truth and Reconciliation Commission Task Force](#) final reports.

I can't log into the DEAP tool, why?

Access to the DEAP tool is provided after a DEAP demo has been delivered with a member of the Equity Office. Once you have been provided access, you can log into the DEAP tool using your single user sign-on (net ID and password). To schedule a DEAP tool demo please contact the Equity Office at equity@queensu.ca.

Why is access to the DEAP tool restricted?

Access to the DEAP tool is restricted because one section of the tool provides an equity profile for your unit. This profile contains confidential information related to staff and faculty self-identification within the designated groups (i.e. women, racialized/visible minorities, Indigenous/Aboriginal peoples and persons with disabilities). Access to the tool is restricted to assist in version control.

I don't know all of the answers to the self-assessment questions, what do I do?

While access to the DEAP tool is restricted to one individual from each unit, we hope and expect, that the tool will stimulate conversations among colleagues. The DEAP tool is most effective when it is filled out collaboratively by a unit.

Do I have to complete the DEAP tool all at once?

No. You can log in and out of the DEAP as much as needed. Once in the DEAP tool, information that is entered by the user is saved by clicking the “next” button. Thus, as long as you have clicked the “next” button in the self-assessment portion of the tool, the information that has been entered is saved. It is important to note that previously saved responses may be edited within the tool.

How long will it take for me to complete the DEAP tool?

There is no standard answer to this question. We have designed the DEAP tool to be user friendly, and therefore we believe that completing the DEAP tool will be a manageable and time effective process.

Once I have completed the DEAP tool who has access to my responses?

The information entered into the tool is visible only to the following individuals: the individual completing the DEAP tool, future users from your particular unit and appropriate Equity Office Staff. The Equity Office will only share Information in aggregate form and will not include identifying information, without consent.

Am I required to set goals for the indicators that are marked as requiring the most improvement?

No. DEAP is designed to be a self-assessment tool. It is entirely up to each unit to choose the indicator(s) for which they would like to set goal(s). The tool is designed to let you set goal(s) in relation to any of the twelve indicators.

How many goals am I required to set in the DEAP tool?

You are required to set at least one goal within the DEAP tool. Beyond this one mandatory goal, you can set as many or as few goals as you wish. There is no expectation that units will set goals within all twelve of the indicators each year.

How often am I expected to complete the DEAP tool?

The DEAP tool is designed around a twelve month cycle. After submitting your goal(s), you will have twelve months to work towards achieving your goal(s). At the six month mark you will receive a message indicating that you are half way through the DEAP tool cycle. At the end of the twelve months, you will be asked to complete a progress report on your goal(s) from the previous year.

Can I set long-term goals in the DEAP tool?

Yes. Although the tool is designed around a twelve month cycle, flexibility has been built into the tool so you can set short, medium and/or long term goals. If you wish to set a goal for a period longer than twelve months, simply enter in the same goal for multiple years. There is no restriction on the number of times a goal can be entered. You can also indicate the duration of the goal term within the notes section provided in the tool.

What happens to my progress report once it has been completed?

Once you have completed the DEAP progress report a copy will be sent to the Equity Office and to your Queen's University email account. Responses to the progress reports, received by the Equity Office, will be collected and collated in an effort to identify areas of success and areas where goal achievement barriers, may or continue to exist.

What is the Equity Office's involvement in the DEAP tool process?

Throughout the DEAP tool cycle, the Equity Office is here to provide support. We are your contact for technical questions related to the tool. In addition we can provide ongoing assistance and resources throughout the year cycle related to the implementation and execution of DEAP goal(s). Please do not hesitate to contact us with questions related to the DEAP tool.