

MEMO:

Re: Email sent to Employment Equity Representatives and Staffing Officers January 18th, 2010

New Appointments

In the past the Dean's Office and/or VP Academics Office has required a copy of **Part C** of the Appointments Equity Reporting Forms process to be forwarded after the position has been offered to a candidate. Please replace this process by sending a copy of the attached Appointments Checklist.

RTPC

Also, in the past the Dean's Office and/or VP Academics Office has been sent a copy of **Form 2** of the RTPC Equity Reporting Forms process after the Committee has made a decision. Please replace this process by sending a copy of the attached RTPC Checklist.

Both new forms can also be found on the Equity Office website at:

<http://www.queensu.ca/equity/content.php?page=ReportingForms>

Please note that you are receiving this email because you have taken the Employment Equity Representatives training from the Equity Office and have been recorded in the database. If you are not an EE Rep at this time, please note this change for future procedures.

Many thanks

The Equity Office