



# **Renewal, Tenure, Promotion and Continuing (RTPC) User Manual**

**Human Rights & Equity Office**  
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**Alternative formats of this report are available on request**

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## GENERAL DESCRIPTION OF THE APPLICATION

The Human Rights and Equity Office (HREO) is mandated to collect, track and report on Renewal, Tenure, Promotion and Continuing (RTPC) data as it pertains to faculty applicants. The RTPC data is used to inform the Employment Equity Representative (EE Rep) and to assist the HREO in completing their annual compliance report to the Joint Committee for the Administration of the Agreement (JCAA) and the Senior Leadership Team.

The Employment Equity Representative (EE Rep) of the RTPC Committee has the explicit responsibility for ensuring compliance with the equity process as outlined in [Article 24](#). In accordance with [Articles 24.2.1](#) and [24.2.2](#) of the Collective Agreement, all members must have participated in an Employment Equity workshop for RTPC and the Employment Equity Representative must have participated in an additional Employment Equity Representative workshop. The RTPC application will check and confirm that all committee members have attended an RTPC training workshop.

After the training is complete, the EE Rep contacts the HREO at [equity@queensu.ca](mailto:equity@queensu.ca) to request access to the application. Note: You should allow 24 hours to gain access to the application.

Prior to reviewing an applicant's file, committee members should familiarize themselves with [Article 24.1.5](#) as mentioned in [Article 30.6.1](#). Once the committee has evaluated the applicant's file and developed a recommendation, the Employment Equity Representative should complete the equity process through this application. The application asks for a summary of the RTPC process, including whether any equity-based considerations were made during the evaluation of the applicant.

You should complete the equity process as soon as possible after the RTPC Committee reaches a decision and no later than January 1st in departmentalized Faculties and by February 1st in non-departmentalized Faculties.

Here is the link to the application: <https://www.queensu.ca/equity/secure/rtpc/>

Please ensure that prior to the committee meeting you have reviewed the following evaluation questions:

## EVALUATION QUESTIONS

Keeping the principles of non-discrimination and employment equity in mind and recognizing that individual professional profiles may reflect equity-based considerations, you will be required to indicate whether the committee used the following considerations in its evaluation of the applicant.

### COMMITTEE COMPOSITION (ARTICLE 30.2)

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1. Does the composition of the committee adequately reflect the diversity of the department as required by Article 30.2.3 and Article 31.2.3?
2. Did the applicant request an Indigenous person to participate as a member of the committee, as permitted by Appendix O? (Article 30.2.2 and Article 31.2.2)

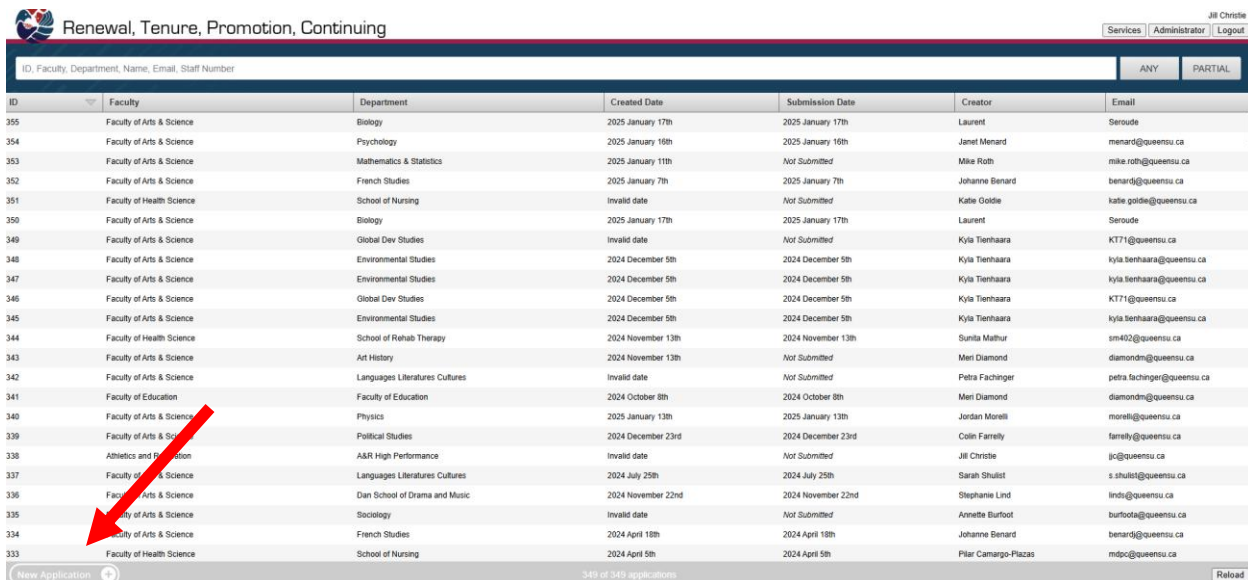
### EQUITY CONSIDERATIONS IN THE EVALUATION PROCESS (ARTICLE 30.6)

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1. At what stage(s) of the evaluation process did the committee consider equity issues raised by the applicant, and how were these issues addressed or documented by the committee?
2. Did the committee consider equity-related factors, such as systemic barriers or personal circumstances, when assessing whether the evidence (Articles 30.6.5 and 30.6.8) supported granting tenure or promotion? For example:
  - a. Did the applicant's work include alternative or non-traditional types of scholarship (e.g., community-engaged scholarship, policy papers, preservation of marginalized knowledge and tradition)?
  - b. Did the applicant utilize alternative methods of disseminating research and creative work (e.g., contributions to non-traditional journals, media, and exhibitions)? (30.6.2 (b))
  - c. Did equity considerations result in a higher-than-normal contribution by the applicant to professional, University, or community service?
  - d. Was the applicant granted leave from work for equity-related reasons (e.g., family responsibilities, accommodation for a disability, bereavement, or maternity leave)? How was the leave considered in the committee's evaluation? (24.1.5 (b))
  - e. Did the applicant include activities that advance Indigenization, Equity, Diversity, Inclusion, Accessibility and Anti-racism (I-EDIAA)? (24.1.6)

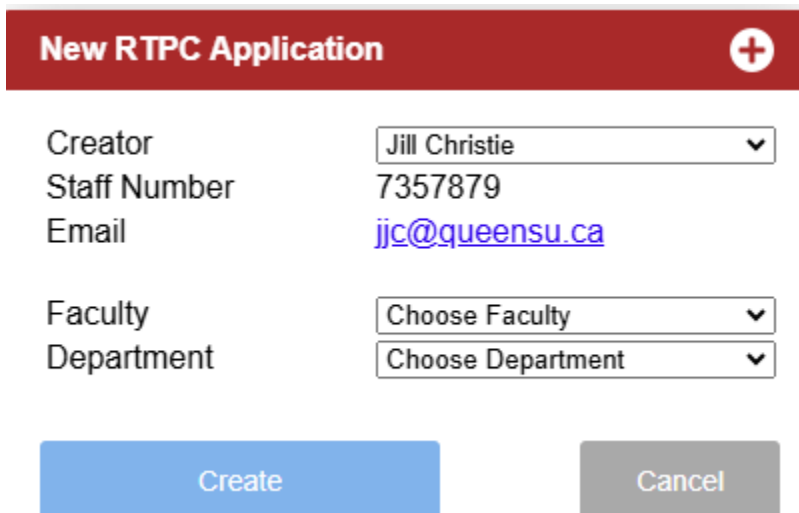
## STARTING A NEW APPLICATION

Once you have been provided access and after you log into the RTPC system, you are brought to the Dashboard. In the bottom left-hand corner, click 'New Application'



The screenshot shows the RTPC Dashboard interface. At the top, there is a header with the text "Renewal, Tenure, Promotion, Continuing" and a user profile for "Jill Christie" with links for "Services", "Administrator", and "Logout". Below the header is a search bar with the placeholder text "ID, Faculty, Department, Name, Email, Staff Number" and buttons for "ANY" and "PARTIAL". The main content area is a table with columns: ID, Faculty, Department, Created Date, Submission Date, Creator, and Email. The table lists various applications, some with status like "Invalid date" or "Not Submitted". At the bottom left of the table, there is a "New Application" button with a plus icon, which is highlighted by a red arrow. At the bottom right, there is a "Reload" button. The footer of the table shows "349 of 349 applications".

This pop-up appears:



The screenshot shows the "New RTPC Application" pop-up form. It has a red header with the text "New RTPC Application" and a plus icon. The form contains the following fields:

- Creator:** Jill Christie (dropdown menu)
- Staff Number:** 7357879
- Email:** [jjc@queensu.ca](mailto:jjc@queensu.ca)
- Faculty:** Choose Faculty (dropdown menu)
- Department:** Choose Department (dropdown menu)

At the bottom of the form, there are two buttons: "Create" (blue) and "Cancel" (grey).

The Creator, Staff Number and Email are automatically populated. Select your Faculty and Department from the dropdown menus. This will open up the Introduction tab, which also includes the Evaluation Questions you can download.

## THE INTRODUCTION TAB



Introduction



Committee



Applicants

# Welcome to the Equity Application for Renewal, Tenure, Promotion and Continuing Appointments.

Begin by reviewing Articles 9, 24, 28-32 of the Collective Agreement between Queen's University and the Queen's University Faculty Association. At any point during the Renewals, Tenure, Promotion and Continuing Appointments (RTPC) process, the Employment Equity Representative may contact the Human Rights and Equity Office, Queen's University Faculty Association (QUFA), and Faculty Relations for guidance without breaching committee confidentiality. Data collected through the equity reporting process will be used by the Equity Office to report compliance to the Joint Committee for the Administration of the Agreement (JCAA) and its Equity Sub-Committee.

The Employment Equity Representative (EE Rep) of the RTPC Committee has the explicit responsibility for ensuring compliance with the equity process as outlined in Article 24. In accordance with Articles 24.2.1 and 24.2.2 of the Collective Agreement, all members must have participated in an Employment Equity workshop for RTPC and the Employment Equity Representative must have participated in an additional Employment Equity Representative workshop. The RTPC application will check and confirm that all committee members have attended an RTPC training workshop.

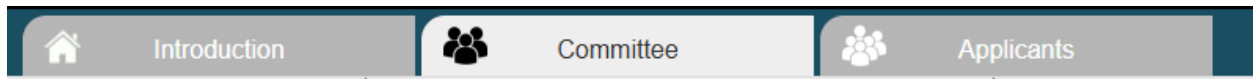
Once the committee has evaluated the applicant's file and developed a recommendation, the Employment Equity Representative should complete the equity process through this application. The application asks for a summary of the RTPC process, including whether any equity-based considerations were made during the evaluation of the applicant.



[Download Evaluation Questions](#)

## THE COMMITTEE TAB

Next you will move to the 'Committee' tab.



Here you will enter in your committee members and their roles. Enter in the staff number of a committee member and hit '**Load Details**'. Their training information will be populated automatically. (If you require assistance obtaining staff numbers, please reach out to the HREO at [equity@queensu.ca](mailto:equity@queensu.ca)). Then select which role the member will have on the committee.

**Committee Member Details**

Staff Number

Name

Email

**Training Record**

**Appointments/RTPC**

2024 January 19th (260539)

**Roles**

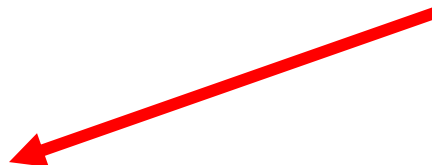
☐ Committee Member

☐ Employment Equity Representative

☐ Committee Chair

☐ Admin (Optional)

☐ Student (Optional)



Click '**Create New Committee Member**' on the bottom right-hand corner of the page and the committee member will appear on the Committee dashboard.

Introduction		Committee		Applicants
Name	Email	Training	Role	
Jill Christie	jc@queensu.ca	Appointments/RTPC	EE Rep	

Complete these steps until all of the committee members have been added.

Once the committee members are listed, complete the **‘Committee Composition’** question. Simply select either yes or no. If no is selected, you will need to explain why the committee does not meet the requirements as indicated in the QUFA Collective Agreement.

Committee Composition

Does the composition of the committee adequately reflect the diversity of the department as required by Article 30.2.3 and Article 31.2.3? Where practicable, the Committee shall be reflective of differences in appointment type, rank and membership in equity-deserving groups.

☐ YES
 ☒ NO



## THE APPLICANT TAB

Next click the **Applicant Tab** and this screen will appear:

Staff Number, Name

Staff Number	Name	Applying For
No New Applicant		

**Application Submission**

Are you ready to submit your RTPC application? Make sure all required details for all applicants have been completed. You cannot edit an application after it has been submitted.

[Submit Application](#)

**Applicant Details**

Staff Number:   
First name:   
Last name:

**Position**

Applying For:   
Current Rank:

**Evaluation**

Keeping the principles of non-discrimination and employment equity in mind and recognizing that individual professional profiles may reflect equity-based considerations, please indicate whether the committee used the following considerations in its evaluation of the applicant.

**Equity Issues Raised**

Whether the committee considered equity issues raised by the applicant during any stage of the evaluation process:

Consideration: ☐ Not considered ☐ Yes, this was considered

Comments (required):

**Work and Scholarship**

Whether the applicant's work included alternative or non-traditional types of scholarship.  
E.g. community-engaged scholarship, policy papers, preservation of marginalized

[Create New Applicant](#)

Start by entering the information in the **Right** navigation for your first applicant. Enter in their staff number, First name, Last name, the rank they are applying for and their current rank. If the applicant is applying for Promotion, you will also be required to enter their recommended rank.

The next step is to complete the **'Applicant Evaluation'** questions for each applicant. These questions are listed below. Click 'Not considered' or Yes, this was considered' for each applicant and provide comments if applicable.

For more information on responding to each evaluation question, click on the question mark.

### Equity Issues Raised

#### Not considered

"Not considered" means that the applicant did not raise any equity issues during the evaluation process.

#### Yes, this was considered

"Yes, this was considered" means that the committee took into consideration, the equity issues raised by the applicant.

### Equity Issues Raised

Whether the committee considered equity issues raised by the applicant during any stage of the evaluation process.

Consideration ☐ Not considered. ☐ Yes, this was considered. ?

Comments (required)

### Work and Scholarship

Whether the applicant's work included alternative or non-traditional types of scholarship.

E.g., community-engaged scholarship, policy papers, preservation of marginalized knowledge and tradition.

Consideration ☐ Not considered. ☐ Yes, this was considered. ?

Comments (required)

### Alternative Dissemination of Research

Whether the applicant utilized alternative methods of disseminating research and creative work.

E.g., contribution to non-traditional journals, media, and exhibitions.

Consideration ☐ Not considered. ☐ Yes, this was considered. ?

Comments (required)

### Equity Considerations

Whether equity considerations resulted in a higher-than-normal contribution by the applicant to professional, University or community service.

Consideration ☐ Not considered. ☐ Yes, this was considered. ?

Comments (required)

**Granted Leave for Equity**

Whether the applicant was granted leave from work for equity-related reasons.

E.g., family responsibilities, accommodation for a disability, bereavement, or maternity leave.

Consideration ☐ Not considered. ☐ Yes, this was considered. ?

Comments (required)

**Activities Advanced I-EDIAA**

Whether the applicant included activities that advance Indigenization, Equity, Diversity, Inclusion, Accessibility and Anti-racism (I-EDIAA).

Consideration ☐ Not considered. ☐ Yes, this was considered. ?

Comments (required)

Finish the application by completing the **‘Final Details’** section and clicking ‘Create New Applicant’

**Final Details**

Did the applicant request to have an Indigenous person act as a participant on the committee as allowed by Appendix O (Article 30.2.2 and Article 31.2.2)?

Indigenous Member ☐ Not applicable ☐ No, not requested ☐ Yes, was requested

Did the Committee recommend the Renewal, Tenure, Promotion or Continuing Appointment Application?

Recommendation ☐ Positive Recommendation ☐ Negative Recommendation

If all of the applicant information is not complete an x will appear beside the applicant name in the portal.

Staff Number, Name		
Staff Number	Name	Applying For
7357879	Jill Christie	Tenure
7372534	Meri Diamond	Renewal
Add New Applicant		

## SUBMITTING YOUR APPLICATION

At this point the applicant's information can still be revised as it has not been submitted.

When all applicants have been entered, click 'Submit Application' on the bottom of the page

### Application Submission

Are you ready to submit your RTPC application? Make sure all required details for all applicants have been completed.

You cannot edit an application after it has been submitted.

[Submit Application](#)

If all of the information is not correct, the following screen will appear:

### Submit A/RTPC Applicants

- ☒ Committee has Employment Equity Representative
- ☐ Committee has Chair
- ☐ Committee has proper training
- ☒ Committee composition question
- ☐ Application has at least one applicant
- ☐ All applicants information complete

Not all of the required criteria have been met.

Review the items listed above to see what must be completed before you can submit your applicants.

[Dismiss](#)

Once you submit your applicants, you will receive the following email confirmation summarizing your submission

**Dear Jill Christie,**

A new Renewal, Tenure, Promotion and Continuing submission has been made.

Please see below for a detailed overview of the submission.

Application ID:	356
Faculty:	Faculty of Arts & Science
Unit:	Cultural Studies
Creator Name:	Jill Christie
Creator Email:	<a href="mailto:jic@queensu.ca">jic@queensu.ca</a>
Creator Staff Number:	7357879
Submission Date:	February 21, 2025

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## Committee Members

### Jill Christie (EE Representative)

Email:	<a href="mailto:jic@queensu.ca">jic@queensu.ca</a>
Staff Number:	7357879
Appointments/RTPC:	Appointments/RTPC (January 19, 2024)
EE Representative:	No Training

### Meri Diamond (Committee Chair)

Email:	<a href="mailto:diamondm@queensu.ca">diamondm@queensu.ca</a>
Staff Number:	7372534
Appointments/RTPC:	No Training
EE Representative:	No Training

The committee adequately reflects the department.

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## Applicants

This RTPC Application included 3 applicants.

Staff #: 4458038  
Staff #: 7357879  
Staff #: 7372534

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Sincerely,  
Human Rights and Equity Office Staff

If you return to your Application, you will find the following message on the bottom of the screen:

#### **Application Submission**

This RTPC Application has already been submitted.

You cannot edit an application after it has been submitted.

Final note, at any time you can exit out of the Application and return at a later time to continue with the reporting process and your data will be saved. If you have any questions while using the RTPC Application, please contact [equity@queensu.ca](mailto:equity@queensu.ca)