



Renewal, Tenure, Promotion & Continuing Database (RTPC)

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General Description of Application

The equity data collected in the Renewal, Tenure, Promotion and Continuing Database (RTPC) is used

STEP #1 The Department and Committee

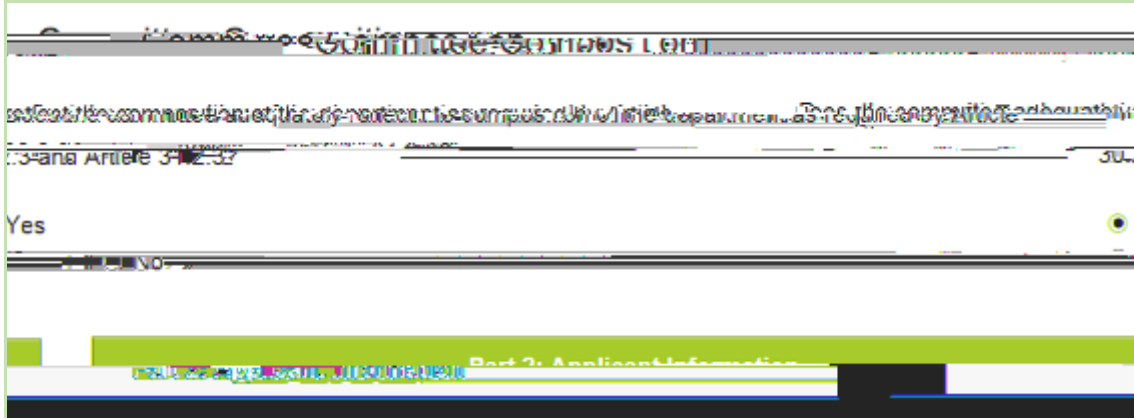
1. From the introduction page, Click 'Part 1: Department and Committee', the screen below will appear.



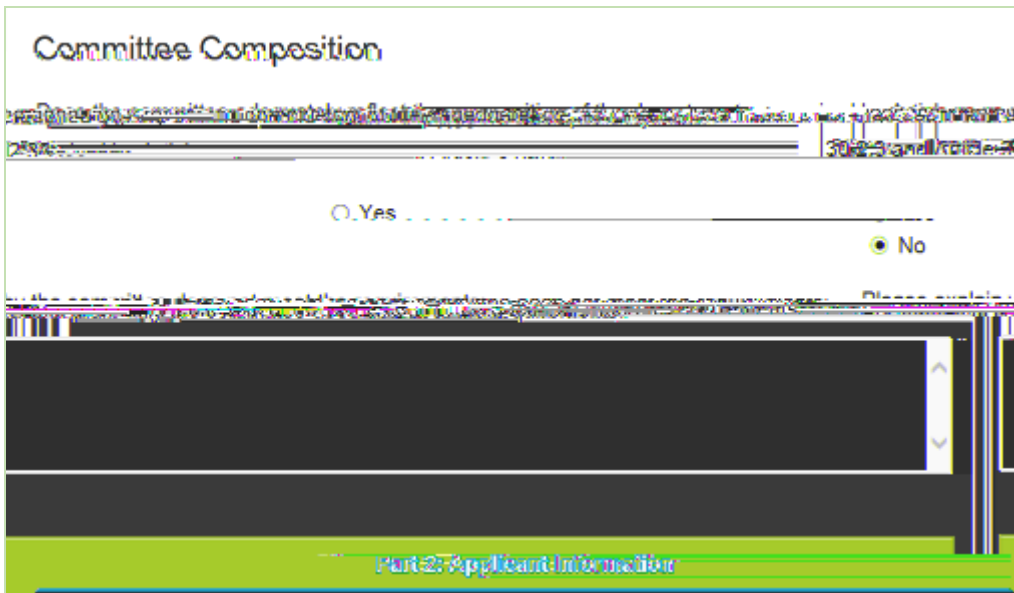
STEP #1 The Department and Committee

2. Using the dropdown menu, select your Faculty and Department. As the EE Rep, your information will be pre-populated, delegates completing this online form will need to fill out the Employment Equity Representative information. Next, enter the staff number of Committee Chair; the name, email and training status will populate. This also applies when

STEP #1 The Department and Committee

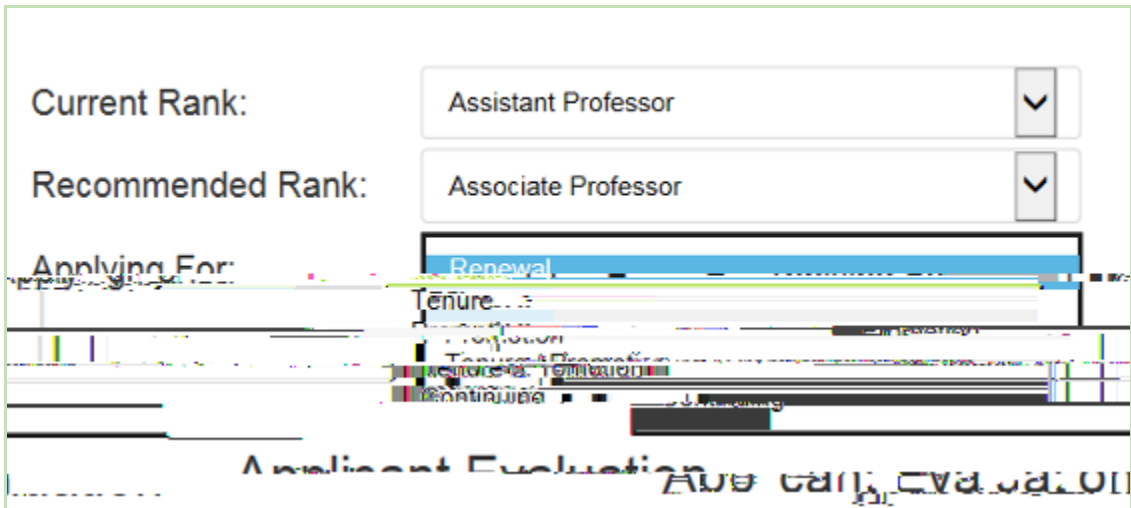
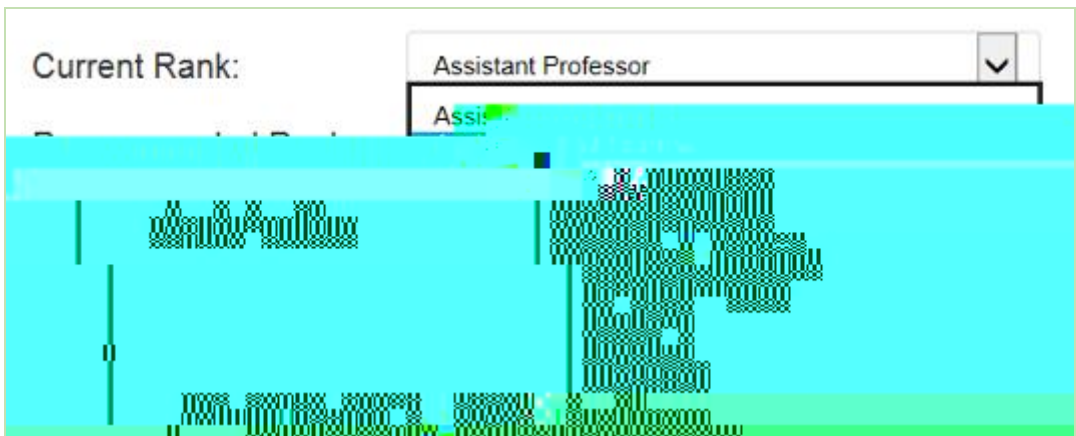


or



5. Once the 'Committee Composition' question is complete, click 'Part 2: Applicant Information', the next screen will appear. At this point, all the information entered is saved in the RTPC database. If you exit the application, after this point, you can return and continue entering your applicant information.

STEP #2 Applicant Information



3. The next step is to complete the 'Applicant Evaluation' questions for each applicant. These questions (page 2) are listed below. Click yes or no for each question and provide comments if applicable.

Applicant Evaluation

Add New Applicant

Keeping the principles of fairness and employment equity in mind and recognizing that individual professions reflect equity-based considerations, please indicate whether the committee used the following:

Yes, this was considered.

No, this was not considered.

2) Whether applicant utilized alternative methods of exhibitions:

No, this was not considered.

Yes, this was considered.

3) Whether equity considerations resulted in a higher than professional, university, or community service fee, if applicable:

No, this was not considered.

Yes, this was considered.

Additional Questions

Not Applicable.

No, was not requested.

Yes, by having...

Comments (required)

5. When these questions are complete, you can either 'Add Additional Applicants' or 'Submit All Applicants'. You should not "submit your applicants" one at a time, only click submit after you have entered details for ALL your applicants.

Submit All Applicants

STEP #2 Applicant Information

6. Once you submit your applicants, you will receive the following confirmation.



7. You will also receive a detailed email outlining the department, committee and applicant information. Your file numbers for each applicant will also be included.

8. Note that the 'Details Complete' section as well as the 'Current status' has now changed.

Contact Information

Alternative formats of this manual are available upon request

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