Information on the Renewal/Reappointment, Tenure/Continuing Appointment, and Promotion Committee (including the Chair and Employment Equity Representative) is to be summarized below, provided to the Committee Chair prior to commencement of meetings, and then included in all files submitted to the Faculty Office and to the Provost’s Office.

In accordance with Article 24.2 of the *Queen’s-QUFA Collective Agreement*, persons (excluding students) chosen to serve on Personnel (Renewal/Reappointment, Tenure/Continuing Appointment and Promotion) Committees and administrators with a recommendatory or decision-making role in an appointments or personnel process may only carry out such functions after successfully completing within the previous ten (10) years, a familiarization and training workshop with respect to employment equity. The designated Employment Equity Representative (normally a member with tenure) must have participated in an additional Employment Equity Representative workshop (Articles 24.2.2 and 24.4.2).

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| **Name** | **Academic Rank**(*Prof, Assoc. Prof, Asst. Prof)***and Status** *(Tenure-track, Special, Adj., Renewed Tenure-track, Tenured)* | **Dept/Academic****Unit** | **QUFA****Member****(Y/N)** | **Role**(*Member, Chair, Equity Rep, Student Rep)* | **Completion of Employment Equity Workshop** | **Conflict of Interest and Apprehension of Bias (Articles 30.2.5 & 31.2.5)****(Y/N)** |
| Appointments and RTPC**(Y/N)** | Employment Equity Rep**(Y/N)** |
|  |  |  |  | Chair |  |  |  |
|  |  |  |  | Equity Rep |  |  |  |
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| **DATE:** |  |