

<b>Policy Name:</b>	Hiring Policy for Positions Limited to Indigenous Candidates
<b>Originating/Responsible Department:</b>	AVP, Indigenous Teaching, Learning and Research
<b>Approval Authority:</b>	Vice Presidents' Academic and Research Committee and the Senior Management Committee
<b>Date of Original Policy:</b>	June 2024
<b>Last Updated:</b>	June 2024
<b>Mandatory Revision Date:</b>	June 2025
<b>Contact:</b>	Associate Vice-President (Indigenous Teaching, Learning and Research)

**Policy Statement:**

The Hiring Policy for Positions Limited to Indigenous (First Nation, Inuit, and Métis) Candidates (hereinafter referred to as the "Policy") is to verify the Indigenous identity of applicants who apply for employment opportunities at Carleton University that are reserved for Indigenous candidates.

**Purpose:**

The purpose of this Policy is to verify the Indigenous identity of applicants who apply for employment opportunities at Carleton University that are reserved for Indigenous candidates. It will be used in conjunction with existing hiring processes at Carleton University for faculty, contract instructors, and professional staff as applicable. This Policy aims to address the need for applicants who identify as Indigenous to follow a verification process of their claimed identity when applying for positions designated to be limited to Indigenous candidates. This verification and assessment process will maintain the integrity of Carleton University's hiring practices and will strengthen community connections, contribute to the safety of all Indigenous faculty, contract instructors, professional staff, and increase collective knowledge in academia.

**Scope:**

The Policy applies to all hiring processes for positions designated to be limited to candidates who are Indigenous (First Nation, Inuit, and Métis). The Policy does not apply to cases where offices or departments may engage an Indigenous Elder or Knowledge Keeper on an ad hoc basis. Resources for appropriately engaging Indigenous Elders and Knowledge Keepers should be made available by each department with guidance from the Office of the Associate Vice-President (Indigenous Teaching, Learning and Research), and the Centre for Indigenous Support and Community Engagement. This Policy must be read in conjunction with all applicable hiring policies, procedures, and collective agreements including the Academic Staff Hiring Policy and Carleton University the Hiring Policy for Professional Services Staff.

As Canadian universities work towards the establishment of well-rounded and culturally respectful policies for Indigenous faculty, contract instructors, and professional staff, it is paramount that the University's hiring processes for Indigenous specific positions be conducted in good faith to verify the identity of applicants. This Policy is in place to ensure there is a clearly defined way to address potential Indigenous identity fraud.

Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. In accordance with the University's Employment Equity Program and pursuant to Section 14 of the Ontario Human Rights Code, some designated positions will be limited to candidates who are Indigenous. All positions at Carleton University are competitive and hiring committees will make their selections from the most qualified candidates. Indigenous candidates who are women, persons with disabilities, and persons of any sexual orientation or gender identity and expression are always encouraged to apply and self-identify.

**Procedure:**

**Requirements to Confirm Indigenous Identity:**

When recruiting and hiring an Indigenous candidate for a position specifically reserved for Indigenous candidates only, proof of identity will be required as a mandatory part of the hiring process whether it be through lineage or community relations. Candidates will be required to provide a declaration attesting to being Indigenous and will be required to submit information documentation as outlined in either Categories 1 or 2 below as applicable, and provide the mandatory documentation as outlined in Category 3.

**Category 1: Status, Beneficiary, or Citizenship Documentation**

For the purpose of the application, one of the following will be accepted as supporting documentation of Indigenous identity:

- a certified copy of an Indian Status Card issued by Indigenous Services Canada that is current and not expired;
- a certified copy of Métis Nation Citizenship from any one of the following Métis governments:
  - Métis Nation of Ontario
  - Métis Nation Saskatchewan
  - Métis Nation of Alberta/Otipemsiwak Métis Government
  - Métis Nation British Columbia
  - Manitoba Métis Federation
- a certified copy of a Membership/Citizenship card from one of the Alberta Métis Settlements or the Northwest Territory Métis Nation;
- A certified copy of a Nunavut Trust Certificate card or Inuit Enrollment card associated with one of the Land Claim Agreements in the claim regions of Nunavut, Nunatsiavut, Nunavik, and Inuvialuit;
- Citizenship identification as issued by a community that has a contemporary/modern Treaty and/or self-government agreement;
- Proof an ancestor's name was entered in the Indian Register according to the Indian Act or on a band list;
- Proof an ancestor was assigned an Inuit disk number;
- Written confirmation of Aboriginal Identity from Inuit Tapiriit Kanatami or Nunavut Tunngavik Incorporated;
- Written confirmation of membership by a band that has enacted its own band membership code(s); or
- American Indian, Alaskan Native or Native Hawaiian citizenship documentation from federally recognized communities by the National Congress of American Indians (NCAI) or the Cherokee Nation's Tribal Codes.

**Category 2: Self-Declaration of Indigenous Identity**

Candidates who do not possess the documentation listed above in Category 1 must submit satisfactory proof of an ongoing relationship to a recognized Indigenous community, Nation, or People in the form of:

- A declaration of Indigenous ancestry with specific information about their First Nation, Inuit, or Métis background, treaty/comprehensive claim area, community, or organizational affiliation and an explanation for why they do not possess the documentation as itemized under Category 1; and
- A description of their experiences that demonstrates their commitment to and responsibility towards their community.

**Category 3: Mandatory Additional Documentation**

All candidates must submit both of the following documentation:

- A letter of recommendation from:

- Community or community member, Elder, knowledge keeper, or other organizational affiliation with whom the candidate has worked. It is important to note that this is not a character reference; it is a letter that attests to the candidate's personal, familial, and community Indigenous identity and belonging. It will showcase the ability, knowledge, or experience working with Indigenous peoples and their communities. Letters written by direct family members will not be accepted; and
- A personal statement that explains the applicant's identity, the reciprocal relationship to their community and the subsequent rationale, reason, and motivation for applying to the position listed.

Applicants to a position by Indigenous candidates whose Indigeneity is not clear will be asked to participate in an interview with members of an Indigenous standing committee as established by the hiring committee for the specified Indigenous position. Indigenous candidates will be expected to showcase their experience and knowledge collaborating with Indigenous people and communities as it is related to their candidature. The standing committee will provide advice to the hiring committee but will not make the final hiring decision.

Applicants who fail to have their identity confirmed to the satisfaction of the University, and the hiring committee under this Policy shall be disqualified from further consideration for the position they sought.

This Policy will be reviewed on an annual basis to reflect the needs of the University and Indigenous faculty, contract instructors, and professional staff.

**Roles and Responsibilities:**

All individuals involved in the hiring process for positions designated to be limited to Indigenous candidates are responsible for ensuring compliance with this Policy.

**Contacts:**

Associate Vice-President (Indigenous Teaching, Learning and Research)  
Indigenous Initiatives Administrator and Special Projects Coordinator

**Links to related Policies:**

Academic Staff Hiring at Carleton University  
Access to Information and Privacy Policy  
Appointments In-Residence at Carleton University  
Human Rights Policies and Procedures  
Professional Services Staff Hiring Policy