



FACULTY RECRUITMENT, SELECTION, REFERRAL & EVALUATION POLICY (POST-SECONDARY PROGRAMS)

Policy Category	Academic
Policy Search Name	<i>A – Faculty Recruitment, Selection, Referral Policy (Post-Secondary Programs)</i>
*Anishinabek Standard	
<i>Place of Learning</i>	N/A
<i>Educators</i>	<i>B. Educators use the local environment and community resources on a regular basis to link what they are teaching to the everyday lives of the students.</i>
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
Approval Date & Board Motion Number	8/19/2020 Motion #058-2020
Effective Date	August 19, 2020
Previous Versions	Date initially approved: N/A Date of last revision: N/A

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Program delivery agreements between Kenjgewin Teg and its valued postsecondary partners for community-based programs will often differ based on any uniquely negotiated agreement terms.

1.2 Generally, within such program agreements, roles and responsibilities of Kenjgewin Teg and its partner in the delivery of community-based program(s) will identify the hiring, recruitment, selection and employment or relationship status requirements for postsecondary faculty/instructor(s). As a result, postsecondary faculty/instructors may generally have an employment or contractual relationship with either 1) Kenjgewin Teg; or 2) partner institution; or 3) a combination of Kenjgewin Teg and a partner institution to meet program delivery needs.

1.3 Program agreements may also specify roles and responsibilities for recommendations and referrals for instructors to be made by Kenjgewin Teg in the delivery of its community-based programs (in contrast to hiring, recruitment, selection and relationship status); in these circumstances, a partner will have direct control and will have an independent relationship outside of Kenjgewin Teg. However, this policy is intended to support the recommendation/referral process to a partner.

2.0 Definitions

“Anishinaabe Aadziwin”	an Anishinabemowin (Ojibwe language) phrase that can be interpreted in its relationship to <i>dedbinwe</i> and <i>debiwewin</i> ; it can be interpreted as the ability to captivate the essential part of who Anishinaabe people are; in this interpretation, an individual cannot do this singly or on other’s accord, but it is a gift shared by others to continuously share through essential knowledge value; through this process, a person can gain insight into knowledge and the nature of Anishinaabe knowledge systems; a person beginning to define and separate belief from opinion; this is when ‘debiwen’ steps in;
“postsecondary instructor OR postsecondary faculty member”	A qualified person assigned to teach either an accredited partner course(s) or Kenjgewin Teg’s own accredited course(s); this term is often used interchangeably with ‘faculty member’
“faculty/instructor inventory”	refers to an qualifying list of active and inactive faculty members/instructors who have met the requirements of this policy
“qualified person”	refers to a person who is hired with the established qualifications, knowledge and relational skills in this policy to teach an accredited postsecondary course offered and/or hosted by Kenjgewin Teg

3.0 Application

3.1 This policy applies to postsecondary faculty members/instructors who are assigned to teach a postsecondary course(s) delivered solely by Kenjgewin Teg and/or together with a postsecondary partner of Kenjgewin Teg. This includes faculty members/instructors of programs that support postsecondary academic readiness and preparation for students to meet admission requirements to a post-secondary program(s).

3.2 This policy does not apply to:

- a) persons who may also casually be referred to as ‘instructors’ and who have been retained or assigned to engage in general interest workshops, seminars, webinars, or any other type of non-accredited by Ministry of Colleges and Universities community engagement type of learning opportunities; and
- b) Indigenous or Anishinabek Traditional Knowledge Holders or Elders; and
- c) instructors who fully retain their original employment or contract status with their employer (not Kenjgewin Teg), but who may also deliver courses in a community-based setting as per an agreed program delivery agreement (i.e. a faculty member of a partner institution may teach synchronously several online courses which includes community based program students)

4.0 Policy

Policy Objective

4.1 The objective of this policy is to ensure qualified post-secondary faculty are recruited, selected, referred, and evaluated in a consistent way.

4.2 Further, this policy's objective is to ensure positive and future alignment of individual instructor/faculty member's teaching and learning philosophies with Kenjgewin Teg's organizational values and teaching and learning philosophies to support student success of Kenjgewin Teg's primarily Indigenous student body.

Recruitment, Selection and Referral

4.3 The following general factors or criteria will be used in the overall recruitment, selection and/or referral process of postsecondary faculty members/instructors:

- a) relational and interpersonal skills essential for establishing learning connections/learning relationships with adult students (18+ years of age)
- b) previous teaching experience
- c) fluency, knowledge and/or willingness to learn Indigenous customs and culture; a preference for fluency, knowledge and willingness to learn about Anishinaabe people and Anishinabemowin (Ojibwe language) is preferred, as Kenjgewin Teg primarily serves Anishinabek communities and Anishinabek people in lifelong learning
- d) professional qualification(s) and membership(s)

4.4 Any weighted preferences, exceptions or additions to these general factors or criteria in this section will be determined and approved by the Corporate Services unit of Kenjgewin Teg.

Faculty/Instructor Inventory (Qualifying List)

4.5 In building Kenjgewin Teg's *Faculty/Instructor Inventory* qualifying list, a general, open or specific call for postsecondary instructors and/or any other recruitment method(s) will be used annually, semiannually, or as needed; the invitation for open and/or specific calls for postsecondary faculty/instructor(s) will be determined jointly by the Corporate Services unit of Kenjgewin Teg and the appropriate program Dean.

4.6 The Corporate Services unit of Kenjgewin Teg will maintain the completeness and active/non active status of the Faculty/Instructor Inventory qualifying list which will include, but not be limited to essential details of a faculty member/instructor such as:

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- a) qualification(s) and certification(s) highlights
- b) previous teaching experience (sector and/or other relevant teaching or facilitating experience)
- c) instructional and subject matter preferences
- d) fluency, knowledge and willingness to learn Indigenous or Anishinabek customs, culture and language; and
- e) averages or current scores of recent student course evaluations
- f) any preferred method of contact information.

4.7 Instructors who have previously taught at least one postsecondary course as part of community-based delivery at Kenjgewin Teg during the period Sept 1/2018 – Aug 31, 2020 will be automatically included as part of the Faculty/Instructor Inventory list on the effective date of this policy.

4.8 For all new faculty/instructors assigned to teach an accredited course after August 31, 2020, the appropriate program Dean and Corporate Services unit will mutually determine any requirements for faculty/instructor selection (formal interview, other methods), and their inclusion on the Faculty/Instructor Inventory qualifying list.

4.9 The Corporate Services unit of Kenjgewin Teg will determine whether any official, certified or uncertified copies of qualifications and/or certifications are required to maintain active status in the Faculty/Instructor Inventory qualifying list.

4.10 Faculty/instructors who wish to have their name removed from Kenjgewin Teg's faculty inventory list will notify Kenjgewin Teg's Corporate Services unit at any time. Similarly, a faculty member/instructor may request to have their name re-added or re-instated to the active faculty inventory list. To be re-added to the Faculty/Instructor Inventory qualifying list, an updated resume is required.

4.11 Individual faculty members/instructors retain the responsibility for providing complete and current resumes to the Corporate Services unit of Kenjgewin Teg; the most current resume information submitted to Kenjgewin Teg is used to base a faculty member/instructor's remuneration rates.

Role of Program Coordinators

4.12 As leaders and organizers within their program disciplines, program coordinators of Kenjgewin Teg have a key and important role to play in faculty/instructor recruitment, selection and referral processes, and in building the organization's Faculty/Instructor Inventory qualifying list.

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4.13 Program coordinators will often have direct knowledge and may have developed extensive professional internal and external networks; they are accordingly entrusted to provide their selection and referral recommendations to Corporate Services as follows:

- a) For referrals to Corporate Services for employment or contracted services directly by Kenjgewin Teg:
 - i) Provide a summary of rationale/recommendation for hiring to Corporate Services for employment or contracted services
 - ii) Liaise with potential faculty/instructor to ensure an updated resume is provided to/on file with the Corporate Services unit of Kenjgewin Teg
 - iii) Final hire/selection/evaluation decision remains with Corporate Services unit
 - iv) Contract terms and conditions will be prepared and finalized by Corporate Services unit of Kenjgewin Teg

- b) For referrals to partners for employment and/or contracted services:
 - i) Provide a summary of rationale/recommendation of referral to Corporate Services
 - ii) Liaise with potential faculty/instructor to ensure an updated resume is provided to/on file with the Corporate Services unit of Kenjgewin Teg
 - iii) Corporate services unit of Kenjgewin Teg forwards recommendation to partner
 - iv) Final hire/selection/evaluation decision remains with partner institution
 - v) Contract terms and conditions prepared and finalized by partner institution

4.14 The Corporate Services unit of Kenjgewin Teg may further direct or request additional role or functions for program coordinators to fulfill in supporting the development of the organization's Faculty/Instructor Inventory qualifying list.

Professional Development, Training and Anishinaabe Aadziwin

4.15 Postsecondary instructor/faculty members assigned to teach an accredited course(s) in an academic year may be invited to voluntarily participate in organizational professional development, training or an Anishinaabe Aadziwin opportunity that would enhance their teaching and learning practice. This invitation may apply to both Kenjgewin Teg and its active partner faculty member(s)/instructor(s) who may be teaching a course(s) with a community-based delivery program together with Kenjgewin Teg.

4.16 Any extension of invitations to participate in professional development, training or Anishinaabe Aadziwin for non-active teaching faculty members/instructors will be determined by the appropriate program Dean together with the Corporate Services unit.

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4.17 A record of any professional development, training and Anishinaabe Aadziwin hours in an academic year will be maintained by the faculty member/instructor and submitted to Corporate services annually on June 30th as part of updating their member profile in the qualifying list.

Employment or Contract Status

4.18 Generally, an instructor/faculty member's employment or contract status is dependent on any program agreement(s) or other terms and conditions that may be in effect by Kenjgewin Teg and its partners. For example:

- a) A postsecondary instructor/faculty member may be recruited, selected and hired directly by Kenjgewin Teg in accordance with specified terms and conditions of a program delivery agreement; or
- b) A post-secondary instructor/faculty member may be referred only by Kenjgewin Teg to a partner institution as a recommendation for hire

4.19 Renumeration rates can vary between Kenjgewin Teg and its partner institutions in accordance with each organization's institutional policies.

4.20 The employment or contract status of any faculty member/instructor can vary and may change on an annual, semester, or even on a per courses basis.

Evaluation

4.21 Faculty members/instructors that have been placed on Kenjgewin Teg's Faculty/Instructor Inventory qualifying list will be required to complete one or all of the following feedback and evaluation requirements as part of supporting and enhancing their teaching and learning professional practice:

- a) Self-assessment rubric: organizational values, principles and rubric components to help support teaching and learning excellence in advancing Kenjgewin Teg as a trauma-informed place of learning; this self-assessment rubric this may also include demonstration and documentation of Kenjgewin Teg's organizational values
- b) Student feedback/anonymous course survey(s): a minimum number of course evaluations and/or results required in the current or preceding academic years (i.e. positive/overall assessment of meeting requirements)
- c) Program Dean's feedback: may be formal and/or informal teaching observation(s) or other appropriate feedback method
- d) Any other feedback, assessment or evaluation tool approved by the Corporate Services unit

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4.22 The Corporate Services unit of Kenjgewin Teg will determine any and all frequencies required for completion of Section 4.21 requirements above in support of effective and regular self-assessment faculty/instructor development. The frequency requirements of individual assessment components and/or other details will be issued via annual program directives from Kenjgewin Teg’s Corporate Services unit, as programs delivered by Kenjgewin Teg and/or with its partners are expected to vary each academic year.

4.23 A faculty/instructor member will be required to update their active status on the Faculty/Inventory qualifying list if they have not taught within two preceding academic years by submitting a current resume and updated profile components as per section 4.6 of this policy.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 Program Deans and the Corporate Services unit are responsible for overall implementation of this policy.

5.3 Kenjgewin Teg’s Corporate Services unit will determine, collect and report annually any key statistical data and/or performance results of faculty members/instructors on an aggregate basis only (non-identifiable) for appropriate internal or public reporting required.

5.4 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2022

6.1 6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

<p>Related Legislation, Policies, Procedures, Guidelines and Documents</p>	<ul style="list-style-type: none"> • Part-Time PSE Instructor Compensation Scale (June 2019) • Student Voice/Feedback Policy • Anishinaabe Aadziwin Philosophy • Trauma Sensitive and Trauma-informed Place of Learning Philosophy
<p>Policies Superseded by this Policy</p>	<p>None</p>

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The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.