



## MEMORANDUM

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**TO:** All College Administrators  
**FROM:** Special Program Committee, Administration Members  
**DATE:** February 10, 2017  
**RE:** **Using the Template: Defining CNC Special Program Positions**

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All CNC administrators posting positions are asked to consider the following questions:

- Does this position provide direct service to primarily Aboriginal students?
- Does this position instruct courses whose content is primarily Aboriginal?
- Is the service and/or program relating to this position funded through Aboriginal-specific initiatives?
- Does the campus or campus region have a significant percentage of Aboriginal peoples? (Category D only)

If the answer to any of these questions is yes, or you think it might be yes, you are required to complete the template for Designation of Position under CNC's Special Program.

Additional information relating to the template and the Special Program:

- Aboriginal ancestry and heritage have common definitions; however for the purposes of this Committee it is defined as follows:
  - Aboriginal ancestry is something you are born with whereas heritage is something that can be acquired. For example, a Caucasian person can be raised by an Aboriginal family therefore s/he has Aboriginal heritage, but not Aboriginal ancestry.
- CNC Special Program positions require Aboriginal ancestry and if you do not have it you do not meet the qualifications.
  - All designated Special Program positions will "require" Aboriginal ancestry
  - We may choose to consider non-Aboriginal applicants with the other necessary qualifications (preferred concept)
  - Or we may state the position requires a person of Aboriginal ancestry who also meets all other necessary requirements (restricted concept, where we would under no circumstances hire a non-Aboriginal person)

If you have any questions about any of this, please contact Kimberley Swarts or Marlene Erickson.

# DESIGNATION OF POSITION UNDER CNC'S SPECIAL PROGRAM

November 3, 2014 version approved by Special Program Committee



Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Position: \_\_\_\_\_ JEC # \_\_\_\_\_

- Administration     Operational     Faculty     Sessional Faculty  
 Full-Time     Part-Time     Regular     Seasonal     Time-Limited/Term Length \_\_\_\_\_

Other position information: \_\_\_\_\_

Please indicate the date you hope to have this position filled: \_\_\_\_\_

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## Identify the category or categories relevant to requiring Aboriginal ancestry as a qualification:

- CATEGORY A:** Position provides direct service to primarily Aboriginal students.

If so, please fill out a) and b):

a) Anticipated percentage of students directly served who will be Aboriginal:

- 41-60%     61-80%     81-100%

b) Anticipated percentage of workload spent serving students:

- 41-60%     61-80%     81-100%

- CATEGORY B:** Position instructs courses whose content is primarily Aboriginal.

What defines the content as primarily Aboriginal?

\_\_\_\_\_  
\_\_\_\_\_

- CATEGORY C:** Service and/or program is funded through Aboriginal-specific funding initiatives.

Percentage of current funding from Aboriginal initiatives: \_\_\_\_\_%

Identify other sources of funding: \_\_\_\_\_

- CATEGORY D:** Administrator who works at a campus with significant numbers of Aboriginal learners, or with a significant population of Aboriginal peoples in their campus area.

a) More than 20% Aboriginal students?     Yes

b) Area population above 20% Aboriginal?     Yes

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**If you have NOT checked any of the above options, the Human Rights Exemption DOES NOT apply.**

If you, as the Manager, have checked one or more of the above options and want to proceed with the Special Program exemption process, please fill out the following.

If a qualified applicant of Aboriginal ancestry is not available will you hire a qualified applicant of non-Aboriginal ancestry?     Yes     No

Using your answer to the above question, please check the appropriate box.

Preferred    If **yes** above, it is **preferred** that this position be filled by a person of Aboriginal ancestry.

Restricted    If **no** above, this position is **restricted** to people of Aboriginal ancestry.

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date