

 **MEMORANDUM**

**TO:** All College Administrators

**FROM:** Special Program Committee, Administration Members

**DATE:** February 6, 2020

**RE:** **Using the Template: Defining CNC Special Program Positions**

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.

If you have any questions of any of this, please contact Marlene Erickson.



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

**Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **JJEC #(if applicable)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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):

1. Anticipated percentage of students directly served who will be Aboriginal:

[ ]  41-60% [ ]  61-80% [ ]  81-100%

1. 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 [ ]  No

 b) Area population above 20% Aboriginal? [ ]  Yes [ ]  No

**If you have not checked any of the above options, the Human Rights Exemption does not apply. If you have checked one or more of the above options, 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 Name

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Manager’s Signature Date