

## **Protocol for Soliciting Community Reference – Indigenous Scholarly Activity**

The University and the Faculty Association recognize and respect that Indigenous communities and organizations have diverse protocols for soliciting feedback on a Candidate or activity, and these may differ significantly from Western academic norms. In certain cases, these protocols may involve the provision of culturally appropriate gifts or ceremony. Such practices do not impact the validity of a reference. In all cases, care must be taken to preserve and honor established relationships between the Candidate and the Community/Organization and respect the processes requested by the Indigenous Community/Organization involved.

The following instructions are provided in view of this goal:

1. The Candidate will select the appropriate Community Referee (CR) in conjunction with relevant members of the Community.
2. If any concerns arise regarding the selected CR, the Head/Director will consult the Candidate and Faculty Relations, who will come to an agreement on the chosen individual.
3. So as not to disrupt established relationships, only the Candidate will contact the selected CR and inquire as to their interest/ability in providing a reference and the preferred manner/mode of communication.
4. The Head/Director will draft a letter requesting commentary and reflection on the Candidate's relevant work. This letter will be delivered to the CR by either the Head/Director or the Candidate, according to the CR's preference.
5. If an oral reference is to be provided, this may be audio recorded by the CR and provided to the Head/Director or the Head/Director may contact the CR directly, with their consent. The candidate shall not be present when the oral reference is recorded or transmitted.
6. The Head/Director will ensure that all references are maintained in confidence and disclosed only to those participating in the review process. Copies will be maintained in the same manner as external referee letters.
7. When addressing the letter, a Head/Director should ask the Candidate to provide the title, honorific or position of the individual.