Letter of Invitation and Consent for Participation in the "Indigenous faculty members' experience in the tenure and promotion process" study

Dear Potential Participant:

You are receiving this survey because you are a full time faculty member at an Ontario University. You are invited to participate in a project titled, "*Indigenous faculty members' experiences in the tenure and promotion process*". The project leads are Dr. Andrew P. Dean, Vice-President, Research and Innovation, Lakehead University; Dr. David Newhouse, Director and Professor, Chanie Wenjack School for Indigenous Studies, Trent University; and Dr. Julia Colyar, Senior Policy Analyst, Council of Ontario Universities.

PURPOSE:

The purpose of this project is to gather information regarding Indigenous' faculty members' experiences in the promotion and tenure process. This project is sponsored by the Ontario Council of Academic Vice-Presidents (OCAV)/Reference Group on Aboriginal Education Joint Working Group, which serves as a forum for discussion of issues related to the Indigenization of Ontario universities. Motivated by the spirit and findings of the Truth and Reconciliation Commission and the 20 year anniversary of the Report on the Royal Commission on Aboriginal Peoples, the working group brings together leaders from senior administration and the Indigenous community at Ontario universities.

WHAT IS REQUESTED OF ME AS A PARTICIPANT?

You are invited to complete a survey which will take about 35-45 minutes of your time. The survey was developed as part of a focus group on identifying effective policies and practices through research, ethical engagement with Indigenous communities and traditional knowledge holder, and consideration of current practices at universities across Canada that advance the ongoing process of reconciliation.

WHAT ARE MY RIGHTS AS A PARTICIPANT?

Your participation in this study is completely voluntary. As such you may choose not to answer any questions you aren't comfortable with. You can also choose to not complete the survey at all. It is anticipated that approximately 60-75 Indigenous faculty members will participate in this survey.

WHAT ARE THE RISKS AND BENEFITS?

If you do choose to participate in this study, there are minimal risks to participating. For example, some of the questions may cause you to feel uncomfortable about negative experiences you may have had in the academic setting as an indigenous faculty member. You may decline to answer any question you are not comfortable answering, or leave the survey at any time by clicking the red X at the top right hand corner. Because the survey responses will be submitted anonymously, you will not be able to withdraw

from the survey after you have clicked on the submit button at the end of the survey. Questions have been designed to promote the sharing of all opinions and ideas. There are no right or wrong answers.

There are no benefits to participants directly; however, the data collected as a whole is expected to inform the developments of policies, supports and resources that may be important for Indigenous faculty members, particularly in the tenure and promotion process.

HOW WILL MY CONFIDENTIALITY BE MAINTAINED?

Your participation in this study is completely anonymous. The survey will not be labelled to identify who completed it. The information directly from the survey will only be seen by researchers listed. The data, once compiled, will be shared with the OCAV/Reference Group on Aboriginal Education in a format such that no identifiers could be derived from the data.

Since this survey is of an anonymous nature, you will not be able to withdraw your survey once you have clicked Submit. The researchers will not be able to identify your data once submitted, and therefore cannot withdraw your information.

The survey includes some open-ended questions, and participants may choose to share information that can sometimes be identifiable. The research team will remove identifying information before any data is reported or analyzed, but despite the team's best efforts, some identifying information may remain. Participants are asked to take this into consideration when answering the open-ended questions.

WHAT WILL MY DATA BE USED FOR:

Data from this survey may be used to develop or refine policies or practices in support of Indigenous faculty members. The research results will be disseminated through publication in peer-reviewed journals, conferences, and presentations.

There is no intention to commercialize the research findings.

WHERE WILL MY DATA BE STORED?

The data from the completed surveys will be stored in encrypted and password protected files on an external hard drive (not on the university or COU's systems) in a locked filing cabinet, inside a locked office at Lakehead University, Trent University and the Council of Ontario Universities. Data will be stored for a maximum of 5 years following completion of the project.

HOW CAN I RECEIVE A COPY OF THE RESEARCH RESULTS?

Participants who wish to receive a summary of the project findings may submit an email address at the end of the survey, or may contact one of the research team members listed below for a copy of research results. Participants can also access a summary of survey findings at the Council of Ontario Universities' webpage (http://cou.on.ca). The summary will be available approximately 6 months after the survey closes.

RESEARCHER CONTACT INFORMATION:

Dr. Andrew P. Dean Vice-President, Research and Innovation Lakehead University 807-343-8201 vpresearch@lakeheadu.ca	**Dr. David Newhouse** Director and Professor Chanie Wenjack School for Indigenous Studies Trent University 705-748-1011 ext. 7497 dnewhouse@trentu.ca	**Dr. Julia Colyar** Senior Policy Analyst Council of Ontario Universities 416-979-2164, x207 jcolyar@cou.on.ca

Dr. Dean, Dr. Newhouse and Dr. Colyar do not have any real, potential or perceived conflicts of interest with regard to the study.

RESEARCH ETHICS BOARD REVIEW AND APPROVAL:

This research study has been reviewed and approved by the following Research Ethics Boards (REBs). If you have any questions related to the ethics of the project, and would like to speak to someone outside of the research team, please contact your institutional REB at the contact information listed:

This study has been reviewed and approved by the Lakehead University and Trent University Research Ethics Boards. At Trent, please direct questions pertaining to this review to Karen Mauro, Certifications and Regulatory Compliance Officer, Trent University, Phone: 705-748-1011 ext 7896, Email: kmauro@trentu.ca. At Lakehead, please contact Sue Wright, Research Ethics & Administration Officer, Lakehead University Research Ethics Board at 807-343-8283 or research@lakeheadu.ca.

Participants from Brock University may contact the Brock University Research Ethics Office at reb@brocku.ca or 905-688-5550, x3035.

Participants from Carleton University may contact the Carleton University Research Ethics Board at 613-520-2600 Ext: 4085, or via email at ethics@carleton.ca.

This project has been reviewed by the University of Guelph Research Ethics Board for compliance with federal guidelines for research involving human participants. If you have questions regarding your rights and welfare as a research participant in this study (REB# 18-11-003), please contact: Director, Research Ethics; University of Guelph; reb@uoguelph.ca; (519) 824-4120 ext. 56606.

If you are a participant at Laurentian University and you have questions about your rights as a research participant or any ethical issues related to this study that you wish to discuss with someone not directly involved with the study, you can contact the Research Ethics Officer, Laurentian University Research Office, telephone: 705-675-1151 ext 3681, 2436 or toll free at 1-800-461-4030 or email ethics@laurentian.ca.

Participants at McMaster University can contact the McMaster Research Ethics Board Secretariat at 905-525-9140 ext 23142 or ethicsoffice@mcmaster.ca.

At Nipissing University, participants can contact the Nipissing University Research Ethics Board (705-474-3450 ext.4378 or ethics@nipissingu.ca)

Participants at OCAD University can contact the OCADU Research Ethics Board at 416.977.6000 ext 4368 or research@ocadu.ca.

University of Ottawa participants may contact the Office of Research Ethics and Integrity at ethics@uottawa.ca or 613-562-5387.

At Queen's University, participants may use the following contact information for any ethics concerns: General Research Ethics Board (GREB) at 1-844-535-2988 (Toll free in North America) or chair.GREB@queensu.ca *(1-613-533-2988 if outside North America)*.

At Ryerson University, participants may contact the Ryerson University Research Ethics Board at rebchair@ryerson.ca or (416) 979-5042. Please use the following Ryerson REB number with your inquiry: (2018-415).

Participants at the University of Ontario Institute of Technology can contact the UOIT Research Ethics Board at researchethics@uoit.ca or 905-721-8668 ext. 3693.

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Committee (ORE#40531). If participants have questions for the Committee, contact the Office of Research Ethics, at 1-519-888-4567 ext. 36005 or ore-ceo@uwaterloo.ca.

This project has been reviewed by the Wilfrid Laurier University Research Ethics Board (REB #5966). If you feel you have not been treated according to the descriptions in this form, or your rights as a participant in research have been violated during the course of this project, you may contact Jayne Kalmar, PhD, Chair, University Research Ethics Board, Wilfrid Laurier University, (519) 884-1970, extension 3131 or REBChair@wlu.

University of Windsor participants may contact the Office of the Research Ethics Board **at** ethics@uwindsor.ca or (519) 253-3000 Ext 3948

York University participants may contact the Office of Research Ethics (ore@yorku.ca or 416-736-5914 or 476-736-5201).

The following REBs have accepted the REB approvals of the lead institutions – Lakehead University and Trent University.

If you are a member of one of the institutions listed below and would like to speak to someone outside of the research team, please contact either the Lakehead University REB at research@lakeheadu.ca or Trent University REB at research@trentu.ca.

The following universities have accepted the approvals of Trent University and Lakehead University:
Algoma University (contact ethics@algomau.ca)
University of Toronto (ethics.review@utoronto.ca or 416-946-3273)
Western University (contact 519-661-3036 or ethics@uwo.ca)

MY CONSENT:

To proceed to the survey, I agree to the following:

- ✓ I have read and understand the above information
- ✓ I agree to participate
- ✓ I understand the risks and benefits to the study
- ✓ That I am a volunteer and can withdraw from the study at any time prior to submitting the survey, and may choose not to answer any question
- ✓ That since my data is submitted anonymously, I cannot withdraw from the study once I have clicked submit
- ✓ That the data will be securely stored at Lakehead University, Trent University and the Council of Ontario Universities for a maximum period of 5 years
- ✓ I understand that the research findings will be made available to me upon request
- ✓ I will remain anonymous

By consenting to participate, I have not waived any rights to legal recourse in the event of research-related harm.
Participants are encouraged to print this letter of information.

https://survey.ca1.qualtrics.com/jfe/form/SV_0olBvEjla8JyEL3

Thank you for your consideration.

Yours truly,

Andrew P. Dean
David Newhouse
Julia Colyar

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