



**Letter of Invitation and Consent for Participation in the “Indigenous Academic Staff Members’ Experiences at Post-Secondary Institutions” study**

Dear Potential Participant:

You are receiving this survey because you are an Indigenous academic staff member at a Canadian university, college or polytechnic. You are invited to participate in a project titled “*Indigenous Academic Staff Members’ Experiences at Post-Secondary Institutions*”. The project leads are Professors David Newhouse, Trent University, Karl Hele, Mount Allison University, Darrel Manitowabi, Northern Ontario School of Medicine and Caroline Lachance, Canadian Association of University Teachers.

**PURPOSE:**

This project aims to gather information regarding Indigenous academic staff members’ experience in Canadian post-secondary institutions. It is sponsored by the Aboriginal Post-Secondary Education Working Group of the Canadian Association of University Teachers (CAUT). The working group makes recommendations on initiatives CAUT, and its local associations should take to advance the diverse interests of Indigenous academic staff in universities and colleges in Canada.

**WHAT IS REQUESTED OF ME AS A PARTICIPANT?**

You are invited to complete a survey that will take about 35-45 minutes. The working group developed the survey to understand the experiences of Indigenous academic staff members in the key areas of teaching, research, and service. We hope you will add your experience by responding to the survey questions.

**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 are not comfortable with. You can also choose not to complete the survey at all.

**WHAT ARE THE RISKS AND BENEFITS?**

If you 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



academic staff member. You may decline to answer any question you are uncomfortable answering or leave the survey anytime.

Because the survey responses will be submitted anonymously, you cannot withdraw from the survey after you click the submit button at the end of the survey. The questions have been designed to promote the sharing of all opinions and ideas. There are no right or wrong answers.

If you experience discomfort and wish to seek assistance, we refer you to Hope for Wellness at [hopeforwellness.ca](http://hopeforwellness.ca) or 1-888-855-3310. Hope for Wellness Helpline is available to all Indigenous people across Canada. Experienced and culturally competent counsellors are reachable by telephone and online 'chat' 24 hours a day, seven days a week.

There are no direct benefits to participants; however, the data collected is expected to inform the development of policies, supports, and resources that may be important for Indigenous academic staff 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 the researchers and staff listed. The data, once compiled, will be shared with the CAUT Aboriginal Post-Secondary Education Working Group in a format such that no identifiers can be derived from the data.

#### **HOW CAN I WITHDRAW FROM THE SURVEY?**

Once you are admitted to the survey by clicking on the link, you can withdraw anytime by clicking on the withdraw from study button within the survey. Your data will not be submitted until you click Submit.

Incomplete surveys (meaning partially completed but not submitted) will not be included in the analysis and will be discarded.

Since this survey is anonymous, you cannot withdraw it once you have clicked Submit. The researchers cannot identify your data once it has been submitted and, therefore, cannot withdraw your information.

#### **WHAT WILL MY DATA BE USED FOR:**

Data from this survey may inform the development or refinement of policies or practices supporting Indigenous academic staff members. The research results



may be published on the CAUT website, in peer-reviewed journals, at conferences, and in presentations.

Your responses will also be used to develop a presentation and /or a report for the CAUT Council.

There is no intention to commercialize the research findings.

#### **WHERE WILL MY DATA BE STORED?**

The data collected from the research will be securely stored within CAUT's SharePoint system. Access to the data will be restricted to the researchers directly involved in the project, who will have authorized permissions to view and analyze the collected answers. The data will be destroyed five years following the project's completion.

#### **HOW CAN I RECEIVE A COPY OF THE RESEARCH RESULTS?**

Please contact one of the research team members listed below for a copy of a summary of research results. A summary will be available approximately six months after the survey closes.

#### **RESEARCHER CONTACT INFORMATION**

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None of the Researchers or staff have any real, potential or perceived conflicts of interest with regard to the study.

#### **RESEARCH ETHICS BOARD REVIEW AND APPROVAL:**

This study has been reviewed and approved by the Trent University Research Ethics Board. Please direct questions pertaining to this review to Anna Kisiala, Coordinator, Research Conduct and Reporting, Trent University, Phone: 705-748-1011 ext. 7866, Email [annakisiala@trentu.ca](mailto:annakisiala@trentu.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 of the study.
- ✓ 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.
- ✓ Since my data is submitted anonymously, I cannot withdraw from the study once I have clicked submit.
- ✓ The data will be securely stored at the Canadian Association of University Teachers for a maximum period of five years.
- ✓ I understand that a summary of 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.

***[Click HERE](#) to consent and proceed to survey.***