

Indigenous Citizenship Declaration (ICD) Policy

Hiring Manager Guide (Faculty & Librarian Positions)

Overview

The Office of the Vice-President Indigenous (OVPI) has introduced the Indigenous Citizenship Declaration (ICD) Policy (GV0810) to affirm declarations of Indigenous citizenship, membership and belonging at UVic where these claims result in material advantages, such as employment in an Indigenous-specific position.

The Chair of the Appointments Committee for faculty positions designated for Indigenous Peoples through Preferential or Limited Hiring (HR6110) programs, pursuant to Section 42 of the BC Human Rights Code, must confirm their shortlisted candidates' eligibility for such opportunities in accordance with the ICD Policy and Procedures. Confirmation of eligibility must be provided by the Office of the Vice-President Indigenous (OVPI).

For more information: uvic.ca/ovpi/icd.

Scope

This guide applies to the search process for all faculty positions that are (i) posted after November 1, 2025 and (ii) designated for Indigenous Peoples through limited or preferential hiring programs pursuant to the university's Equity Action Plan and Section 42 of the BC Human Rights Code.

Chair of the Appointments Committee Responsibilities

This guide has been developed to support Chairs and faculty search committees implement the new requirements established by the ICD Policy. (Please note that these procedures are distinct from staff hiring practices.)

1. **Policy Statement:** "Candidates, applicants or nominees for Indigenous-specific Opportunities that may result in Material Gain are required to confirm their eligibility through the Indigenous Citizenship Declaration (ICD) Process by providing: (i) a Declaration of Indigenous Citizenship and (ii) Supporting Information." 11.01: "Only Applicants with Declarations Affirmed or Conditionally Affirmed will be eligible for Indigenous-specific Opportunities that result in Material Gain." (Section 11.00 of the ICD Policy)
2. **Advertisement of Opportunities:** "Indigenous-specific Opportunities within the scope of this Policy must be advertised and distributed with university-approved language communicating the requirement to demonstrate eligibility through the Indigenous Citizenship Declaration (ICD) Process." (Section 28.00 of the ICD Policy)
3. **Faculty and Librarian Searches:** "Candidates for Faculty and Librarian positions that are approved as Preferential or Limited Hires for Indigenous Peoples will be required to receive an eligible designation prior to reaching the stage in the hiring process of being short-listed." (Section 21.00 of the ICD Procedures)
4. **Limits of the ICD Policy:** "Hiring, adjudication and special admissions committees may request, independently of this Policy, positionality statements, narratives, essays, community reference letters and other materials from candidates, nominees or applicants relevant to the specific criteria or parameters of an opportunity. These additional requirements from other sectors of the university will not be considered as fulfilling the

requirements for eligibility established by this Policy.” (Section 30.00 of the ICD Policy)

Step-by-step Instructions

1. If your faculty position is within the scope of the ICD Policy, please ensure that the job description includes the approved language.
2. Applicants for these opportunities will identify themselves as Indigenous within their application packages. Please review and shortlist the applications according to existing Preferential or Limited hiring practices.
3. At the time of submitting the names of shortlisted candidates to your Dean for their review and approval, the Chair should also provide the names and contact information for shortlisted candidates to the Policy Implementation Manager (vpicd@uvic.ca). The PIM requires their (i) names and (ii) email addresses for next steps. You may also cc: vpicd@uvic.ca in the email to your Dean and we will receive the necessary information to proceed with next steps.
4. Chairs are responsible for communicating ICD eligibility requirements to those shortlisted candidates, using the language provided.
5. Note: In scheduling your campus visits, please account for the additional processing time required for external candidates to access a NetlinkID (a process facilitated by OVPI staff) and for all candidates to provide an ICD application for review. While the OVPI is committed to the timely review of these high-priority applications, this process may take up to two weeks, depending on the candidate’s attentiveness, the nature of the application under review. We recommend scheduling campus visits a minimum of four weeks from the time of shortlisting.
 - a. *In the case of extenuating circumstances or extended review requirements, the PIM can grant an extension to proceed with shortlisting, with the understanding that the candidate has not yet completed the review process and no offer can be made until such a time. Please reach out to vpicd@uvic.ca.*
 - b. *Reminder: If you wish, this may also be a good time to begin scheduling candidates’ meetings with the VPI or VPI designate during their campus visits. Please connect with our team at vpiaadmin@uvic.ca.*
6. The PIM will communicate shortlisted candidates' eligibility back to you, and you may proceed with hosting eligible candidates for campus visits.
7. Please ensure to include the language provided in the offer letter.
8. Rescinding: Scholarships and bursaries can be offered but not distributed until the candidate is eligible. If candidates are unable to prove eligibility, the offer letter would then be rescinded.
9. Update offer letter with note about not needing to engage at this time.

Approved language for job advertisements, short-listing and offer letters

Job Descriptions & Advertisements

The Office of the Vice-President Indigenous (OVPI) has introduced the Indigenous Citizenship Declaration (ICD) Policy (GV0810) to affirm declarations of Indigenous citizenship, membership and belonging where these claims result in material advantages, such as employment in an Indigenous-specific position. Shortlisted candidates for Faculty and Librarian positions designated for Indigenous Peoples through Preferential and Limited Hiring Programs (HR6110) will be required to provide a Declaration and Supporting Information in accordance with the ICD Policy.

At this stage, no further action is required of candidates. Only shortlisted applicants being considered for campus visits will be contacted with further instructions to create a NetlinkID and provide a declaration through the ICD Application Portal (ICDPortal.uvic.ca). Those shortlisted candidates who meet the requirements established by the ICD Policy will proceed through the hiring process.

All applicants are strongly encouraged to review the ICD Policy and gather the appropriate supporting information in preparation for short-listing and to prevent delays in hiring.

If you have questions about the ICD Policy prior to receiving those next steps, or if you anticipate requiring an Extended Review, please reach out to our ICD Team at vpiicd@uvic.ca.

For more information about the ICD initiative, please visit the [Indigenous Citizenship Declaration website](http://uvic.ca/ovpi/icd) (uvic.ca/ovpi/icd) and please feel free to reach out to vpiicd@uvic.ca if you have specific questions or concerns.

Communications for short-listing

As this employment opportunity was facilitated through a Special Hiring Program designated for Indigenous Peoples, the successful candidate must demonstrate their eligibility in accordance with the Indigenous Citizenship Declaration (ICD) Policy (GV0810) as a condition of employment. Your eligibility must be confirmed to proceed with being short-listed.

Using your NetlinkID, you can find the ICD Application Portal through your UVic Online Tools or by visiting [ICDPortal.uvic.ca](https://icdportal.uvic.ca). Please provide for review a Declaration and Supporting Information in accordance with the Indigenous Citizenship Declaration (ICD) Policy (GV0810). After your application is reviewed, the OVPI will confirm your eligibility for this opportunity with your hiring committee and you will be notified via email of your eligibility designation.

If you do not have a NetlinkID (e.g. you are an applicant external to UVic), a representative from the Office of the VP Indigenous (OVPI) will sponsor your affiliate UVic account and you will receive an invitation to register for an affiliate account and proceed with creating a NetlinkID. To avoid delays in the interview process, please regularly check your inbox for this invitation.

For more information about the ICD Policy, please visit the [Indigenous Citizenship Declaration website](https://uvic.ca/ovpi/icd) (uvic.ca/ovpi/icd) and please feel free to reach out to vpiciid@uvic.ca if you have specific questions or concerns.

**Offer Letters for
Indigenous-
specific
opportunities**

As this employment opportunity was facilitated through a Special Hiring Program designated for Indigenous Peoples, the successful candidate must have demonstrated their eligibility in accordance with the Indigenous Citizenship Declaration (ICD) Policy (GV0810) as a condition of employment.

**Offer Letters (for
all opportunities)**

Effective November 1, 2025, Faculty members who put themselves forward for Indigenous-specific opportunities administered by the university that result in material gain must demonstrate their eligibility for such opportunities in accordance with the Indigenous Citizenship Declaration (ICD) Policy (GV0810). ICD Applications to establish your eligibility for future opportunities can be initiated at any time. For more information about the ICD Policy, please visit the [Indigenous Citizenship Declaration website](https://uvic.ca/ovpi/icd) (uvic.ca/ovpi/icd) and please feel free to reach out to vpiciid@uvic.ca if you have specific questions or concerns.