Guidelines for the Appointment of Elder/Traditional Knowledge Keeper (Research Associate)

PURPOSE

These guidelines are for the purpose of giving general guidance on the appointments of Elders/Traditional Knowledge Keepers (Research Associates) funded from monies administered by the University.

DEFINITION

Elder/Traditional Knowledge Keeper (Research Associate)

An Elder/Traditional Knowledge Keeper (Research Associate) is a person with the ability to play an integral role in supporting research activities in the community with faculty members and other researchers. The primary responsibility of the Elder/Traditional Knowledge Keeper (Research Associate) is to carry out research at the University or other locations as appropriate. This person may be university educated, or may have an equivalent level of experience and traditional knowledge. The individual may be recruited because of their relationship with the community (ies) engaged in the study. An Elder/Traditional Knowledge Keeper (Research Associate) must be recognized as an Elder/Traditional Knowledge Keeper/Wisdom Keeper in their community and effectively demonstrate and share Indigenous knowledge and approaches.

NON APPLICABILITY

These guidelines do not apply to:

1. Research Assistants or Research Technician under the direction of a researcher or a research associate. Depending on their qualifications and specific duties performed, they are categorized under the respective AESES/CUPE 1482 Technician classification. Student Research Assistants are part-time or full-time students at a college or university hired to conduct research in their area of study and is directly supervised in that research by a researcher or research associate. Student Technicians must be full-time students who are hired to do work that would normally be an AESES/CUPE 1482 Technician.

2. Research Affiliate is an individual who normally holds a full-time academic appointment with the University of Manitoba or with another university and who, as a result of his/her research expertise and achievement, desires an affiliation with a Research Centre/Institute which would be of mutual benefit to both the Research Centre/Institute and the individual. There is no salary associated with the appointment. (for more detail, refer to “Operational Definitions”)

3. Visiting Academic (including Visiting Researcher) is an individual who is appointed for a paid or unpaid term or terms not exceeding two years, to teach or conduct research at the University of Manitoba while holding a permanent appointment at another institution, Canadian or foreign, to which the person will return at the end of the visiting term.
APPOINTMENT PROCEDURES

Elder/Traditional Knowledge Keeper (Research Associate) belong to the Research Academic Compensation Group. They should be appointed on the Academic Appointment Form. For letter of offer, please use Letter of Offer Template #IV.1.

Hours of work – Elders/Traditional Knowledge Keepers (Research Associates) work a 40 hour week. The specific hours of work will be established in consultation with the supervisor, and may be largely self-directed.

Vacation - Research Academic Staff with appointments of one year or more shall be entitled to nineteen (19) working days of vacation entitlement in each full year of full-time service. A prorated number of days shall be provided for: (a) Research Academic Staff whose appointments cover a period of service which is less than a full year in length or any additional period which is not equal to a full year in length; or (b) part-time appointments. Vacation days must be taken within the term of appointment; unused vacation days are not paid out at termination or carried over to the following vacation year.

Staff Benefits Eligibility - Where the appointments of Elder/Traditional Knowledge Keeper (Research Associate) is either full time, or at least 50% FTE, and are for a period of twelve months or more they are eligible for the University staff benefit plans.

Revenue Canada Statutory Deductions - Payments made to Elder/Traditional Knowledge Keeper (Research Associate) are employment income subject to statutory deductions for Income Tax, Canada Pension Plan and Employment Insurance.

SALARY GUIDELINES

The salaries of Elder/Traditional Knowledge Keeper (Research Associate) should relate appropriately to those in academic ranks requiring comparable qualifications, experience and effort. As these positions are normally funded from external granting sources, it is incumbent on grantees to apply for sufficient funding to provide salaries at levels consistent with the above.

The University annually publishes salary guidelines which set out minimum annual salaries, general salary increase and discretionary increases. Such guidelines consider the current university salary structure for those in academic ranks requiring comparable qualifications, experience and effort, as well as funding levels provided on a nationally competitive basis by such external granting sources as NSERC and CIHR.

Salary on Appointment
Research appointments on or after April 1 of the current fiscal year should be made within the guidelines published for that fiscal year.

Timing of Salary Increases
Research appointees who were in their positions prior to April 1 of the current fiscal year are eligible for a salary increase, in accordance with the published guidelines, with effect from April 1 of that year and annually thereafter. The date should be specified in the letter of offer.
Salary Guidelines for Elder/Traditional Knowledge Keeper (Research Associate)

Effective April 1, 2013
Minimum Salary: $35,000 per annum

Effective April 1, 2014
Minimum Salary: $35,700 per annum

Effective January 1, 2015
Minimum Salary: $39,520 per annum

Questions or Comments? Contact Renata Lelliott at (204) 474-7931 or Marvel Showers at 474-6343.