



World Indigenous Nations University (WINU)

Sovereign Forever – Forever Sovereign

LIST OF VACANT POSITIONS

WITH

ROLES AND RESPONSIBILITIES OF

WINU

EXECUTIVE POSITIONS



Position Title	Pro Vice-Chancellor (Regional Academic Director) (PVC), World Indigenous Nations University (WINU)
WINU Regional Country Member	Australia; Alaska; Canada; Hawaii; Aotearoa; Sami; Taiwan; USA
Appointment basis	3 - 6-year term. Voluntary work and service provision to WINU Executives – up to 1 day per month on average, with attendance at annual WINHEC and WINU meetings
Level of Appointment	Executive Management

ELIGIBILITY

As this is an identified role, pursuant to the exemption granted to organisations in the relevant WINU Country Representative's region / state jurisdiction, under relevant sections of each country's Anti-Discrimination Acts and/or the UN Rights of Indigenous Peoples, only Indigenous/First Nations candidates will be considered for this position.

POSITION PURPOSE

The WINU Constitution (amended) was endorsed by the WINU Board of Governors, at the 2019 Annual General Meeting, which was hosted by the College for Indigenous Studies, National Dong Hwa University College, in Hualien, Taiwan on 2 August 2019.

The title Pro Vice-Chancellor (Regional Academic Director), was also endorsed and approved during the WINU Annual General Meeting, on 2 August 2019 at Hualien, Taiwan. This title replaces the previous title, Regional Academic Director.

A Pro Vice-Chancellor (Regional Academic Director)¹ is selected from each WINHEC/WINU representative country, and will contribute to:

- i. consulting with and advising Indigenous / First Nations peoples and their communities on the role of WINU and WINHEC;
- ii. promoting access and enrolment of Indigenous students into WINU's academic programs;

¹ The Pro Vice-Chancellor (Regional Academic Directors)¹ role will have responsibilities similar to those of an academic registrar within a tertiary education institution and will also be the country representative on the WINU Board of Governors and WINU Executive Committee.

- iii. liaison with the WINU Executive Committee members with regards to partnerships with institutions aspiring to co-badge the offering of courses with WINU and/or establishing dual accreditation arrangements with WINU;
- iv. the development and delivery of the Indigenous Academics Across Borders Programme (IAABP) with the aim of encouraging the exchange of international and domestic Indigenous / First Nations academics, researchers and Elders / Knowledge holders, with partner tertiary and Indigenous / First Nations Tribal Colleges that have Indigenous higher degree research students; and
- v. promoting nominations for the WINHEC and WINU annual awards.

In particular, the Pro Vice-Chancellor (Regional Academic Director) plays an integral role in the development and programming of short-term international exchange opportunities at tertiary education institutions, under the Indigenous Academics Across Borders Programme (IAABP), in Aotearoa; Alaska, Australia; Canada; Hawai'i; Norway – Sami and the Arctic; South Pacific Islands; Taiwan; USA; and through WINHEC/WINU partner universities and First Nations' Tribal Colleges².

A large part of the role of the Pro Vice-Chancellor (Regional Academic Director) involves a high level of interaction with Indigenous / First Nations' academics and research staff and students; Indigenous community interaction and engagement, coordination of programming; and adherence to policies and protocols at various stages of the consultation, advising, application and programming of the relevant tertiary education institutions, Tribal Colleges, Indigenous communities', and WINU. The role requires the individual Pro Vice-Chancellor (Regional Academic Director) country representatives to be committed to planning and delivering high-quality Indigenous cultural, educational and academic experiences to the respective Indigenous academics and Elders; students and their communities.

ROLE AND RESPONSIBILITIES

Reporting to the WINU Vice Chancellor and Deputy Vice Chancellor, the Pro Vice-Chancellor (Regional Academic Director) is responsible for providing strategic leadership in promoting WINU and its programs to Indigenous / First Nations communities in the respective country they represent; Indigenous Knowledge research and research development; the implementation of the WINU Academic Programs; Indigenous Knowledge Research Strategy and the WINU Internationalisation Strategy within the WINHEC/WINU membership countries; and for ensuring the sound administration of research and functions within WINU in conjunction with the Deputy Vice-Chancellor.

The Pro Vice-Chancellor (Regional Academic Director) will be responsible for working within their respective country and assisting with the development of WINU's academic and research centres/community hubs that concentrates on Indigenous Knowledge research, recording and publication; marketing; work and employment relations; WINU governance; IT; and

² Refer to the list of WINU and WINHEC accredited partner institutions on the WINHEC website at: <https://winhec.org/accredited>

knowledge management. In addition, the Pro Vice-Chancellor (Regional Academic Director) will play an active role in involving WINU staff and members in the work of the WINU and of its partners in Indigenous / First Nations institutions; other Universities and Research Institutes that WINU has agreements with, specifically within the country they represent.

A capacity to provide strong, strategic leadership and facilitate change in the development of an outstanding research reputation will be critical to the success of the role.

As a member of the WINU Board of Governors and WINU Executive Committee, the Pro Vice-Chancellor (Regional Academic Director) is expected to:

1. contribute to:

- i. WINU's governance responsibilities, as a member of the WINU Executive Committees;
- ii. consulting with and advising Indigenous / First Nations peoples and their communities on the role of WINU and WINHEC;
- iii. promoting access and enrolment of Indigenous students into WINU's graduate academic programs;
- iv. liaison with the WINU Board of Governors and Executive Committee members with regards to partnerships with institutions aspiring to co-badge the offering of courses with WINU;
- v. the development and delivery of the Indigenous Academics Across Borders Programme (IAABP) with the aim of encouraging the exchange of international and domestic Indigenous / First Nations academics with partner universities and Indigenous / First Nations Tribal Colleges that have Indigenous higher degree research students;
- vi. promoting nominations for the WINHEC and WINU annual awards.

2. work collaboratively in support of the WINU's Constitution and strategic directions, and towards:

- i. developing a high-performance cross-cultural and cross-disciplinary Indigenous Knowledges research culture;
- ii. building staff and students capability to achieve WINU's strategic directions and strengthening Indigenous Knowledge scholarship;
- iii. ensuring appropriate development of Indigenous / First Nations-led research, appropriate to the Indigenous communities and to profile internationally renowned Indigenous academic and research development and scholarly publications;
- iv. identifying individual countries' First Nations institutions and their academic degree programs / courses that can be co-delivered and co-badged with WINU.

KEY CRITERIA:

- Indigenous identity, as per the criteria of individual countries, to determine valid Indigeneity/Aboriginality.

- Evidenced understanding of and the protection of Indigenous / First Nations' people's sovereignty.
- A Ph.D. (desirable) and professional standing, with active community work and engagement that leads/led to successful First Nation building outcomes.
- Research interests in an area relevant to WINU.
- Professional standing in a discipline area relevant to WINU and the capacity to support and encourage others to undertake research.
- Assessed as eligible for appointment to Professoriate level.
- Experience in the successful management and leadership of Indigenous / First Nations educational and research organisations / units.
- Proven ability to identify emerging Indigenous research issues and policies in the tertiary education sector relevant to the WINU academic and research programs; and provide and implement appropriate strategies and actions.
- Management experience and expertise demonstrating the capacity to initiate, lead and manage change projects for Indigenous / First Nations' peoples and their communities that contribute to improved research outcomes, which foster a research culture.
- Proven capacity to provide leadership, initiate and facilitate change in an Indigenous international environment, whilst recognising and accommodating the interdependencies across WINU's member countries and within grass roots Indigenous / First Nations communities.
- Experience in managing risks related to research (such as intellectual property and ethical issues related to Indigenous Knowledge and Indigenous / First Nations communities).
- Possesses outstanding interpersonal and cultural communications skills and demonstrated ability to collaborate, network and build relationships within the WINU member country and across the WINHEC and WINU organisation, and with other external stakeholders.
- Proven ability to combine a collegial style with decisive, clear thinking, creative and practical implementation strategies.
- Experience and understanding of operating at a senior management level, including skills in administering and managing academic programs and research input and output, finances, and managing people to achieve strategic outcomes.

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Position Title	Secretariat/Treasurer, WINU
WINU Regional Country Member	Australia; Alaska; Canada; Hawaii; Aotearoa; Sami; Taiwan; USA
Appointment basis	3 – 6-year term. Voluntary work and service provision to WINU Executives – up to 1 day per month on average, with attendance at annual WINHEC and WINU meetings
Level of Appointment	Executive Management

ELIGIBILITY

As this is an identified role, pursuant to the exemption granted to organisations in the relevant WINU Country Representative’s region / state jurisdiction, under relevant sections of each country’s Anti-Discrimination Acts and/or the UN Rights of Indigenous Peoples, only Indigenous/First Nations candidates will be considered for this position.

POSITION PURPOSE

The Secretariat/Treasurer is appointed as the WINU Executive secretariat and treasurer, combined. The WINU secretariat function will be carried out by an appointed WINU Executive Secretary/Treasurer. All communications related to meeting agenda items, between the education regions and the WINU Board of Governors and Executive committee members, is usually through the WINU Executive Secretary/Treasurer.

ROLE AND RESPONSIBILITIES

Role of Secretary

- Receive WINU correspondence and provide to WINU Board of Governors and Executive committee members;
- Provide advice to WINU Board of Governors and Executive committee members;
- Record and disseminate meeting agendas and minutes of meetings;
- Compile Newsletter articles, announcements, etc. and post on WINU’s website;
- Prepare letters and correspondence as requested by the WINU Board of Governors and Executive committee members; and
- Archive WINU communication, documents and materials.

Role of Treasurer

- Ensures proper accounting and record keeping is actioned, as may be required by WINU and by law, including audits when necessary;
- Ensures the preparation of a financial report presented at each AGM;
- Ensures the preparation of financial reports as requested by the WINU Executive; and
- Ensures the preparation of an annual budget for WINU.

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Position Title	Indigenous Academic Elder Representative, WINU
WINU Regional Country Member	Australia; Alaska; Canada; Hawaii; Aotearoa; Sami; Taiwan; USA
Appointment basis	3 – 6-year term. Voluntary work and service provision to WINU Executives – up to 1 day per month on average, with attendance at annual WINHEC and WINU meetings
Level of Appointment	Executive Management

ELIGIBILITY

As this is an identified role, pursuant to the exemption granted to organisations in the relevant WINU Country Representative’s region / state jurisdiction, under relevant sections of each country’s Anti-Discrimination Acts and/or the UN Rights of Indigenous Peoples, only Indigenous/First Nations candidates will be considered for this position.

POSITION PURPOSE

The WINU Indigenous Academic Elder Representative is appointed as a member on the WINU Board of Governors and WINU Executive committees. The position will be carried out by an appointed Indigenous Elder with past academic standing and/or is a Knowledge holder for their community, to represent WINU in the conduct of business requiring the wisdom and authority of Indigenous Eldership; providing advice on cultural protocols and imparting knowledge to WINU’s students and staff; and contributing to WINU’s policies, as required; and assisting in developing good working relationships with Indigenous communities and organisations.

ROLE AND RESPONSIBILITIES

Role of Indigenous Academic Elder Representative

- Review WINU academic programs and awards;
- Provide advice to WINU Board of Governors and Executive committee members in the conduct of WINU’s business;
- Record and disseminate Indigenous knowledge, as needed;
- Review WINU’s Newsletter articles, announcements to include Indigenous Elders wisdom;
- Support the WINHEC Global Indigenous Elders Alliance;
- Represent WINU through community engagement

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Position Title	Editor-in-Chief of the World Indigenous Research Alliance Journal (WIRAJ), World Indigenous Nations University (WINU)
WINU Regional Country Member	Australia; Alaska; Canada; Hawaii; Aotearoa; Sami; Taiwan; USA
Appointment basis	3 - 6-year term. Voluntary work and service provision to WINU Executives – up to 3 days per month on average, with attendance at annual WINHEC and WINU meetings
Level of Appointment	Executive Management
Remuneration	The position carries no salary, but various expenses associated with the position will be provided.

ELIGIBILITY

As this is an identified role, pursuant to the exemption granted to organisations in the relevant WINU Country Representative’s region / state jurisdiction, under relevant sections of each country’s Anti-Discrimination Acts and/or the UN Rights of Indigenous Peoples, only Indigenous/First Nations candidates will be considered for this position.

POSITION PURPOSE

The Editor-in-Chief:

- will be at the leading edge of stimulating worldwide research, best practice and commentary, focused on advancing Indigenous knowledge in all discipline areas;
- serves as Chair of the editorial board and oversees its work, which assists the Editor-in-Chief and works closely with the Managing Editor at the institution where the journal is housed; and
- seeks opportunities to hold an annual editorial board meeting and prepares an annual report for the WINU Board of Governors and the Executive Committees.

The Editor-in-Chief has the authority and the final decision-making responsibility for the acceptance or rejection of all manuscripts submitted to the journal.

ENVIRONMENT AND DIMENSIONS

A major outcome of the World Indigenous Research Alliance and Journal (WIRAJ) is its aim to publish articles and features reflecting items of Indigenous theoretical, applied, and

professional interest drawn worldwide. In any given year, however, the journal may choose to invite people to submit for a Special Issue that is decided on by the WINU Board of Governors and the Executive Committees and the WIRA Editorial Board. In particular, the journal will seek to emphasize articles which advance the Indigenous knowledge and educational aspirations and needs, through critical analysis, responsive enquiry, impactful and community-based research.

The WIRAJ seeks to:

- (1) share an Indigenous reality of observing, asking questions, structuring new knowledge and thinking about, and interpreting complex educational problems that connect to Indigenous languages, cultures, and identity to other Indigenous world views and traditions;
- (2) intersects Indigenous perspectives with traditional (i.e., including organic, holistic and humanistic approaches), critical (i.e., replace deficit theorizing with knowledge creators and agents for educational change) and socio-cultural (i.e., challenge neoliberal, popular and systemic impediments) perspectives on education;
- (3) ensuring Indigenous peoples have the capability, opportunities, spaces, and relationships to (re)align our thinking and practices to achieve the goals, wise practices and aspirations we seek are critical to our survival and legacy as Indigenous peoples;
- (4) consider ways for Indigenous Peoples' education to thrive and flourish, and how can educational programs and policies be linked successfully to achieve the best possible outcomes that empowering, self-determining and transformative.

The WIRAJ serves as a communication tool for educators, professionals, government officials, and students in the fields of Indigenous knowledge, education, research and scholarship.

Published annually, the WIRAJ will be available in full text electronic format and distributed worldwide to libraries, government agencies, institutions, and subscribers.

ROLE AND RESPONSIBILITIES

The Editor-in-Chief is responsible for the:

- overall quality of the intellectual content of the journal and for overseeing the review process to ensure it is thorough, fair, and timely.
- upholding the mission and scope of the journal and for selecting papers that provide new, original, and important contributions to knowledge.
- selecting of associate editors, editorial board members, reviewers, and any other editorial positions required in developing content for the journal.
- writing of editorials and soliciting manuscripts on special issues and may also assign guest editors for these special issues.
- provision of oversight to the WINU Board of Governors and the Executive Committees International Journal of Indigenous Education Scholarship, while maintaining high standards of scholarship and ensuring the timely and judicious soliciting and managing of manuscripts.

KEY CRITERIA

The Editor-in-Chief shall:

- have a record of scholarship and publications;
- be familiar with contemporary standards and procedures for soliciting, adjudicating, and managing the timely publication of manuscripts;
- be sensitive to language and cultural differences;
- have knowledge of Copyright, Cultural and Intellectual Property Rights;
- bring imagination and new ideas about organizing and presenting content; and
- be knowledgeable and skilled in electronic communications.

DUTIES OF THE POSITION

1. The Editor-in-Chief oversees the mission and scope of the journal in consultation with the WINHEC Executive Board:

- a. periodically reviews the Editorial mission and scope of the journal, consults with the editorial board, and makes recommendations to WINU Board of Governors and the Executive committees to change the mission and scope when deemed appropriate.
- b. ensures that the papers published are consistent with the WINU and WINHEC visions, themes and research standards.
- c. is responsible for making the decision to publish any thematic issues of the journal and for recruiting the papers to be published; and may select a guest editor(s) for a thematic issue if desired.
- d. can recommend to the WINU Board of Governors and the Executive committees that a special issue be published in addition to the regular issues of the journal. The WINU Board of Governors and the Executive Committees will have the responsibility for approving or rejecting such a proposal.

2. The Editor-in-Chief is responsible for overseeing the editorial review process:

- a. selects associate editors, the editorial board members, reviewers, and any other special editors must be approved by the WINU Board of Governors and the Executive committees, and each member must have (or obtain before service to the journal) a current professional membership to WINHEC and the World Indigenous Research Alliance (WIRS).
- b. uses the peer-review provided system (subject to the institution in which the Journal is published) to conduct the editorial review process.
- c. assigns papers to reviewers who have the appropriate knowledge and skill to evaluate them, will monitor the quality of the reviews prepared, and will replace editors whose reviews are inadequate or untimely.
- d. is the final arbiter regarding the acceptance of papers when reviewers differ in their evaluations.
- e. ensures that the review process is completed in a timely way and that authors receive constructive feedback about papers submitted.

3. The Editor-in-Chief provides the manuscripts accepted for each issue to the WINU Board of Governors and the Executive committees:
 - a. forwards the manuscripts for each issue to the Managing Publishing Editor (the journal will need to recruit a managing publisher editor) assigned to the journal for final proof-editing and formatting.
 - b. ensures that the manuscripts are complete, including illustrations, references, and contact information for the authors.
 - c. submits the manuscripts for each issue on time according to the schedule agreed upon.

4. The Editor-in-Chief will see that the journal follows customary ethical policies for scholarly publishing.
 - a. will identify, investigate, and address any ethical breaches of conduct by authors and reviewers.
 - b. will see that authors are treated with fairness, courtesy, objectivity, and honesty.
 - c. must be prepared to deal with errors and allegations of misbehaviour.

5. The Editor-in-Chief will seek opportunities to promote the journal:
 - a. will seek to speak at conferences and other events about the purpose and values of the journal, inviting potential contributors to consider submitting papers to the journal.
 - b. will identify indexes in which the journal should be included and pass that information on to the (relevant Copyright Officer and Scholarly Communications Librarian in the institution where the journal is housed).
 - c. will help promote the journal by identifying places, events, and individuals to whom promotional material should be sent.

6. The Editor-in-Chief may write editorials or include a preface for each journal issue.

7. The Editor-in-Chief will provide the WINU Board of Governors and the Executive committees with appropriate information about the editorial activities of the journal:
 - a. will prepare an annual report according to an agreed upon schedule.
 - b. will report opportunities about which the WINU Board of Governors and the Executive committees should know to help improve the journal.
 - c. will report any significant problems that might affect the quality or timely release of the journal.

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Position Title	Chair of the World Indigenous Research Alliance & Journal (WIRAJ), World Indigenous Nations University (WINU)
WINU Regional Country Member	Australia; Alaska; Canada; Hawaii; Aotearoa; Sami; Taiwan; USA
Appointment basis	3 - 6-year term. Voluntary work and service provision to WINU Executives – up to 1 day per month on average, with attendance at annual WINHEC and WINU meetings
Level of Appointment	Executive Management

ELIGIBILITY

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POSITION PURPOSE

The position of Chair, World Indigenous Research Alliance (WIRA), is:

- the leadership role for WINHEC, WINU and WIRA;
- ensures that the members of the WIRA committee(s) have a position to provide advice through, including during committee meetings; at annual general meetings; and/or in general and informal communications;
- oversees the work of the Editor-in-Chief of the WIRA Journal; and
- reports to the members of WINHEC and WINU Executive Board Committees on WIRA and the WIRA Journal matters.

ENVIRONMENT AND DIMENSIONS

The World Indigenous Research Alliance Journal (WIRAJ) is an open access, peer-reviewed publication celebrating Indigenous Knowledges, and which is dedicated to the exploration and advancement of issues related to Indigenous education, Indigenous Knowledges, research, culture, and language which are central to the lives of WINHEC’s and WINUS’s nations and members. The WIRA builds the capacity to provide greater Indigenous educational and research leadership that is more accessible, and will be of benefit to Indigenous peoples, their communities, and relevant organizations.

The WIRA Journal addresses WINU's and WINHEC's Mission and Goals, including:

- #1 Recognising the significance of Indigenous education and the educational rights of Indigenous Peoples;
- # 2 Accelerating the articulation of Indigenous epistemologies (ways of knowing, education, philosophy, and research);
- #3 Protecting and enhancing Indigenous spiritual beliefs, cultures and languages through higher education;
- #4 Advancing the social, economical, and political status of Indigenous Peoples that contribute to the well-being of Indigenous communities through higher education;
- #5 Protecting and sustaining Indigenous lands, water and environments through education and research,
- #6 Creating a global network for sharing knowledges through exchange forums through innovative practices,
- #7 Promoting the maintenance, retention and advancement of traditional Indigenous bodies of knowledge; and
- #8 Supporting and profiling Indigenous academic and research scholarship.

WIRAJ includes the Indigenous Research Alliance and Journal Working Committees, which may conduct meetings separately or collectively during the WINHEC and WINU Annual General Meetings. Together, they publish an online journal and host the WIRAJ Conference during Year 2 of the 3-year WINHEC AGM Cycle.

ROLE AND RESPONSIBILITIES

The position of Chair, WIRAJ, is to implement the Key Aims of WIRAJ, which are to:

- Promote the *WINHEC Indigenous Research Principles, Protocols, Ethical Domains and Guidelines*.
- Share collaborative good practice in research by providing an alternative network for educators, academics, tribal and community groups collaboratively working to improve educational and research futures of Indigenous people.
- Recommend to the WINHEC Executive Board the title and theme for the WINHEC Research Journal and the WIRA conference.
- Participate in peer reviews of articles submitted for publication in the on-line WINHEC Research Journal.
- Undertake research activity or projects as requested by the WINU and WINHEC Executive committees and Boards in support of the WINHEC and WINU goals.
- Encourage Indigenous communities to bring research ideas forward to the Chair(s) of WIRA and working parties on the Journal for discussion and collaboration.

The position of Chair, WIRAJ, is to also oversee WIRA's Terms of Reference and maintain WIRA's membership.

DUTIES OF THE POSITION

- Chair meetings of WIRA and its working groups and maintain its operations under the auspices of WINU and WINHEC.
- Support Indigenous researchers in both academic and community space.
- Connecting Indigenous researchers and enable collaboration and networking of researchers, academics and Indigenous communities.
- Responding to challenges in Indigenous research.
- Promote engagement by Indigenous researchers with Indigenous communities, Indigenous and western research contexts;
- Provide a pool of Indigenous research expertise to be accessed by WINU, WINHEC and Indigenous peoples across the world.
- Support the World Indigenous Nations University (WINU) in its academic and research development.
- Promote the WINHEC Indigenous Research Standards including to nation research quality and funding bodies in WINHEC's and WINU's member countries.
- Recommend to the WINHEC and WINU committees the annual title and theme for the WIRA Journal.
- Participate in peer reviews of articles submitted for publication to the WIRA Journal and other journals; and
- Follow the *WINHEC Research Principles, Protocols, Ethical Domains and Guidelines*, found in the document known as the *WINHEC Research Statement 2018*.

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