



REQUEST FOR PROPOSALS

Faculty Member (Contracted Services)

Two (2) Positions

Key Information

RFP Reference Number	WSB-WC-2026-FM-001
Date of Issue	April 23, 2026
Closing Date/Time	4:00 PM (Pacific), Friday, May 1, 2026
Number of Positions	Two (2) — Contracted Services
Department	WSÁNEĆ College
Engagement Type	Independent contractor / contracted services
Eligibility	Internal - current and past employees as well as WSÁNEĆ community members
Submit documents to	Dr. Nick Stanger: nstanger@wsanecschoolboard.ca

1. Introduction and Background

1.1 About WSÁNEĆ College

WSÁNEĆ College is a post-secondary institution established by the WSÁNEĆ School Board to serve the educational needs of the four WSÁNEĆ Nations: Tsartlip (WJOLELP), Pauquachin (BOKECEN), Tsawout (STAUTW), and Tseycum (WSI, KEM). WSÁNEĆ College is located on the Saanich Peninsula on the traditional territories of the WSÁNEĆ peoples on Vancouver Island, British Columbia.

1.2 Governance and Relationship to the WSÁNEĆ School Board

WSÁNEĆ College operates under the authority of the WSÁNEĆ School Board, which is governed by representatives of the four WSÁNEĆ Nations. The School Board is responsible for the delivery of education programs and services across the WSÁNEĆ community, from early learning through post-secondary education. WSÁNEĆ College serves as the School Board's post-secondary arm, offering certificate, diploma, and degree programs in partnership with

Camosun College and the University of Victoria, and is grounded in W̱SÁNEĆ culture, language, and ways of knowing.

1.3 Community Served

The four W̱SÁNEĆ Nations are Coast Salish peoples whose territory encompasses the Saanich Peninsula, the surrounding waters, and the Gulf and San Juan Islands. W̱SÁNEĆ College exists to advance the educational aspirations of primarily W̱SÁNEĆ community members, and also local First Nations, Indigenous, and non-Indigenous students, to support the revitalization and transmission of SENĆOŦEN language, cultural knowledge, and self-determined governance.

2. Letter of Invitation

The W̱SÁNEĆ School Board, on behalf of W̱SÁNEĆ College, invites qualified individuals to submit proposals for two (2) Faculty Member contracted-services engagements. This Request for Proposals (RFP) is issued in accordance with the W̱SÁNEĆ School Board Capital Projects, Tendering, and Service Contracts Policy (Section 260.8).

These engagements are offered as contracted services during a pilot period while W̱SÁNEĆ College frames and builds out Faculty roles within its organizational structure. The engagements are not employment positions, are not covered by any collective agreement, and do not confer employee status or benefits.

W̱SÁNEĆ College is committed to providing educational programs grounded in W̱SÁNEĆ language, culture, land-based learning, and community governance. Faculty Members play a central role in the design, delivery, and leadership of post-secondary learning courses and related W̱SB education initiatives.



3. Statement of Work Required

The successful proponents will be engaged as independent contractors to deliver the following scope of services in the Faculty Member role:

3.1 Teaching & Instruction

- Deliver high-quality instruction in post-secondary courses, workshops, and land-based learning programs.
- Use culturally informed, community-guided, and WSÁNEĆ-aligned pedagogies.
- Design course syllabi, assignments, assessments, and learning activities appropriate for Indigenous adult learners.
- Provide timely student feedback and maintain accurate student records following WSÁNEĆ School Board policies.

3.2 Curriculum & Program Development

- Co-develop new post-secondary courses, certificate pathways, and professional learning offerings, including WSÁNEĆ and other First Nations approaches.
- Align curriculum with WSÁNEĆ College and WSÁNEĆ School Board Strategic Plans, SENĆOTEN language integration, and national post-secondary standards.
- Participate in program review, accreditation processes, and continuous improvement cycles.

3.3 Community, Nation-Based & Elder Engagement

- Collaborate respectfully with Elders, knowledge keepers, and community advisors when planning and delivering instruction.
- Integrate WSÁNEĆ worldview, histories, lands, and cultural protocols into teaching.
- Support student participation in community-based, land-based, and experiential learning opportunities.

3.4 Research

- Contribute to and lead research projects, grant initiatives, and community-based educational partnerships as appropriate.
- Help lead and develop a WSÁNEĆ research mandate.

3.5 Other Professional Responsibilities

- Attend staff meetings, program planning sessions, and professional development opportunities relevant to the scope of services.
- Uphold WSÁNEĆ School Board policies around confidentiality, safety, professionalism, and ethical conduct.
- Support recruitment, orientation, and mentoring of new students.

4. Required Qualifications

Proponents must demonstrate the following minimum qualifications:

- Membership in the W̱SÁNEĆ or other First Nations community.
- Graduate degree in education, Indigenous studies, environmental studies, social sciences, humanities, or a directly relevant discipline. Applicants pursuing graduate degrees will be considered.
- Advanced programming or leadership experience.
- Demonstrated leadership in post-secondary settings (or similar settings), such as curriculum development, program oversight, and committee participation.
- Knowledge of and commitment to W̱SÁNEĆ culture, SENĆOŦEN language revitalization, First Nations pedagogies, and community-driven education.
- Ability to work collaboratively in interdisciplinary, cross-institutional, and community-based teams.

Preferred Qualifications

- Teaching at a post-secondary level: 5 years (with a Master's) or 2 years (with a PhD).
- Experience working within W̱SÁNEĆ territories or First Nations educational settings.
- Experience with land-based learning and Indigenous research methodologies.
- Demonstrated success supporting Indigenous learners in higher education.

5. Proposal Evaluation Criteria

Proposals will be evaluated by a Selection Committee based on the following weighted criteria. The proponent who best meets the evaluation criteria shall be recommended to receive the contract, subject to W̱SÁNEĆ School Board approval.

Evaluation Criteria	Weight
Qualifications & Education	20%
Relevant Teaching & Professional Experience for teaching within the credentials we have vacancies for at W̱SÁNEĆ College AY 26/27	20%
Knowledge of W̱SÁNEĆ Culture, SENĆOŦEN, & First Nations Pedagogies	15%
Curriculum Development & Program Leadership	15%
Teaching Demonstration (shortlisted candidates)	20%
References & Supporting Documentation	10%
TOTAL	100%

6. Teaching Demonstration Requirement

Shortlisted candidates will be required to deliver a teaching demonstration during the week of May 4, 2026. The teaching demonstration is a significant component of the evaluation process, weighted at 20% of the total score.

Details regarding the teaching demonstration, including the topic, duration, audience, and scheduling, will be communicated to shortlisted candidates following the initial evaluation of written proposals. Candidates should be prepared to demonstrate culturally informed pedagogies and engagement strategies appropriate for Indigenous adult learners in a post-secondary context.

Candidates who are unable to attend the teaching demonstration during the week of May 4, 2026 may not be considered.

7. Submission Requirements

Only proposals containing the following will be considered:

- Curriculum Vitae and cover letter addressing how the proponent meets the required and preferred qualifications.
- Three (3) professional references (please provide telephone numbers and email addresses).
- Copies of valid certificates and transcripts must accompany the application.
- A brief statement of teaching philosophy (maximum 2 pages) describing the proponent's approach to Indigenous education and culturally grounded pedagogy.
- Additional supporting documentation as applicable.

All proposals must be received no later than 4:00 PM (Pacific Time) on Thursday, May 1, 2026. Late submissions will not be accepted.

8. Contract Agreement — General Conditions and Terms

The following general conditions and terms of payment shall apply to the successful proponent(s):

8.1 Nature of Engagement

This is a contracted-services engagement with WSÁNEĆ College. The successful proponent will be engaged as an independent contractor and is not an employee of the WSÁNEĆ School Board or WSÁNEĆ College. The engagement is not covered by any collective agreement and does not carry entitlement to employee benefits, pension, vacation pay, or similar employment-based entitlements. Contractors are responsible for their own income tax, CPP, and any applicable GST/PST obligations.

The selected proponent will be expected to maintain a regular on-site presence at WSÁNEĆ College from 8:00 AM to 4:00 PM, Monday through Friday, for the duration of the engagement. Scheduling adjustments may be made from time to time to accommodate community events,

cultural protocols, statutory holidays, or operational needs of the College, as agreed upon in advance with the designated College representative.

8.2 Term and Termination

- The contract will commence on a mutually agreed start date with no declared end date, subject to the termination provisions below.
- Either party may terminate the contract on ninety (90) days' written notice without cause.
- The W̱SÁNEĆ School Board may terminate the contract immediately for cause, including breach of contract, breach of W̱SÁNEĆ School Board policies, or conduct inconsistent with W̱SÁNEĆ cultural protocols and standards.
- The W̱SÁNEĆ School Board may also terminate the contract on reasonable notice in the event of loss of funding, program changes, or operational restructuring.
- The contract will be reviewed at least annually to confirm scope, deliverables, and compensation.

8.3 Contract Terms

- The contract shall clearly specify timing and key deadlines for deliverables.
- Services to be provided and deliverables expected shall be detailed in the final contract.
- Compensation shall be established through the final contract based on the proponent's qualifications, experience, and scope of services, and paid on an agreed-upon invoicing schedule.
- Payment terms and schedules (including any progress payments) shall be outlined in the final contract.
- Any holdbacks, if applicable, shall be specified in the contract.
- The contractor is responsible for providing the tools and equipment required to deliver the services, except where otherwise specified.
- The selected proponent and any personnel assigned to work on-site at W̱SÁNEĆ College must provide a current Criminal Record Check, including a Vulnerable Sector Search, prior to commencing work. All costs associated with obtaining the Criminal Record Check are the responsibility of the proponent. Proof of clearance must be submitted to the designated College representative and will be kept on file for the duration of the engagement.
- Other important key terms or conditions as determined by the W̱SÁNEĆ School Board.

8.4 Working Conditions

Services are delivered primarily at W̱SÁNEĆ College, with reporting through the College leadership team for coordination purposes. Faculty Members work collaboratively with SENĆOŦEN speakers, Elders, knowledge keepers, and faculty partners from post-secondary institutions.

8.5 Confidentiality & Cultural Safety

The successful proponent must uphold W̱SÁNEĆ School Board standards for confidentiality, data protection, and cultural safety. All work must demonstrate respect for W̱SÁNEĆ peoples, SENĆOŦEN language, and community protocols.

9. General Provisions

- All proposal documents will be treated confidentially until they are reviewed by the Selection Committee.
- The WSÁNEĆ School Board reserves the right to accept or reject any or all proposals.
- The WSÁNEĆ School Board reserves the right to hire outside professionals to assist in the evaluation process.
- The WSÁNEĆ School Board is not obligated to accept the lowest-cost proposal. The proposal that best meets the evaluation criteria shall be recommended, subject to Board approval.
- Copies of all proposals and records of the evaluation process will be kept on file.
- The WSÁNEĆ School Board reserves the right to negotiate the terms of the final contract with the successful proponent(s).

10. Anticipated Proposal Remuneration

The WSÁNEĆ School Board will accept proposals with annual pricing starting at \$84,000 (CAD) for the full scope of services described in this RFP. Proponents should submit pricing that accurately reflects the cost of delivering the proposed services in accordance with the standard and scope outlined herein. Proposals will be evaluated on the basis of overall value, with cost-effectiveness as a significant factor.

Proposals that fall outside this range will still be accepted and evaluated on their merits; however, proponents submitting above the stated range should clearly articulate the additional value or expanded scope that justifies the investment. The School Board reserves the right to negotiate final contract terms, including fees, with the preferred proponent and is under no obligation to award a contract at any specific dollar value.

11. Contact Information

For questions or clarifications regarding this RFP, please contact:

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