

TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: August 24, 2020

SUBJECT: **Annual Activity Reports**

Many MUNFA members have recently received requests to submit “Annual Activity Reports” to their academic unit heads. The MUNFA Executive reminds our members that, while our employer has the right to ask for information about our work-related activities, Academic Staff Members are free to submit these reports in any format, whether via a narrative account, submission of a CV, or otherwise.

Further, MUNFA has received a great deal of communication from members about how their university work has been reshaped or otherwise affected by University and government-mandated protocols related to the Covid-19 pandemic. We encourage our members to take this opportunity to communicate the same information to Memorial’s administration.