

TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: November 19, 2024

SUBJECT: **Annual Activity Reports**

Many MUNFA members have recently received requests to submit “Annual Activity Reports” to their Administrative Heads by completing a template form provided by the Employer. 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.

The MUNFA Executive would also like to remind ASMs of the [Information Bulletin \(IB\)](#) we circulated in August 2023 regarding the University’s “SciVal Cleanup Project” and unauthorized use of ASM CV’s in this initiative. The MUNFA Executive encourages ASMs to be vigilant on how data and information shared as part of the Annual Activity Report process are being used by the University administration.

Any questions or concerns relating to Annual Activity Reports and their use can be directed to the MUNFA office (munfa@mun.ca).