

TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: September 14, 2015

SUBJECT: Annual Activity Reports

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MUNFA wishes to remind Academic Staff Members (ASMs) that the Association recognizes that the University has a management right to request, and if requested, ASMs have an obligation to provide, annual activity reports to their Administrative Head. ASMs are under no obligation to use a particular form or format; a CV updated annually should suffice.

ASMs should also be aware that this is not a new responsibility; MUNFA has consistently advised ASMs who inquired in the past, that this is a management right. What is new, is that in the last round of collective bargaining, MUNFA agreed to remind our members of this fact. As a result, this is not part of the Collective Agreement and cannot impact tenure, promotion, or remuneration.