

TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: March 14, 2025

SUBJECT: **Use of Annual Activity Reports**

As a follow up to MUNFA's [Information Bulletin](#) (IB) of November 19, 2024, the MUNFA Executive would like to remind Academic Staff Members (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.

It is MUNFA's understanding that Annual Activity Reports should not be used in any way that is evaluative, comparative, or in any way that undermines Academic Rights and Freedoms as protected in [Article 2](#) of the [Collective Agreement](#). MUNFA also reminds ASMs of our previous IB on the '[SciVal Cleanup Project](#)' that was circulated in August 2023.

The MUNFA Executive reminds ASMs that they have the right to ask for and receive information on how their Annual Activity Reports are stored and used by the University administration. It is MUNFA's position that any use of information shared as part of the Annual Activity Report process (i.e. information shared via approved template, CV, other otherwise) requires the written consent of the ASM.

ASMs with questions or concerns on this issue should contact MUNFA at munfa@mun.ca