

Academic Responsibility Concern (ARC) Form

The MRFA, comprised of all full-time and contract faculty members at MRU, advocates for the enhancement of academic scholarship and faculty professional development, with the aim to facilitate teaching and promote student learning. Administrative decisions (at all levels) that impede pedagogical strategies, increase workload (service, SICH, mutual workload, class size), or interfere, prevent, and/or disrupt teaching (and/or student learning) should be documented using this form. Department Liaisons are encouraged to submit the ARC form to office@mrfa.net as needed.

Faculty:

Department:

Dean:

Department Chair:

When did the concern or issue occur? Date (yyyy/mm/dd)

What is the main concern/issue?

Detailed description of incident/issue:

If more space is needed, please attach additional page(s).

Did you, or a colleague, discuss the concern/issue with your Chair and/or Dean?

Recommendations (What is needed to prevent this incident or issue from occurring again?):

Name (Printed):

Signature:

Personal E-Mail and Phone:

Date Report Filed (yyyy/mm/dd)

ARC File Number: _____
For Office Use Only