



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

Dear Colleagues,

Sorry to send yet another message to you (but, on the bright side, this message is unrelated to COVID).

As you all know, the task of writing, reviewing, and revising bylaws is time-consuming and can lead to inadvertent omissions of important information. To make the task easier and better, we have created bylaws templates. The “we” refers to a terrific team of colleagues who did an outstanding job of creating templates to meet the needs of Colleges, Departments, and Centers & Institutes. The team includes Jeanette Taylor (chair), Craig Stanley, Mark Weatherspoon, Kathleen McCullough, Jeff Brown, Jay Terry, Melissa Crawford and Rebecca Peterson.

I ask that all academic units reformat their bylaws to the standardized template no later than the end of spring semester 2022. Note that the templates (attached) vary slightly depending upon the nature of the academic unit. For example, there is a template for colleges without departments and a template for colleges with departments. Reformatting your bylaws to the standardized template is a reorganization of your existing content, not a content revision. As such, your faculty should be made aware of the reformatting of the bylaws, but there is no need to vote on them again if no changes to content are made.

The team created instructions and a list of FAQ that I believe you will find very helpful. If you have any questions about reformatting your bylaws to the standardized template, please contact Melissa Crawford (mucrawford@admin.fsu.edu).

Thanks,

Janet

Janet Kistner
Vice President for Faculty Development and Advancement

cc: Executive Assistants