



FLORIDA STATE UNIVERSITY  
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

MEMORANDUM

Date: August 30, 2022

To: Deans, Chairs and Directors

From: Jennifer Buchanan, Office of Faculty Development and Advancement

Re: Faculty Outside Activity Disclosure Process Fall 2022

I am writing to address some questions that have arisen about the method of disclosing faculty outside activities for this fall. As soon as some modifications are made to the new Conflict Administration Management System (CAMS), all faculty will be invited to enter information to satisfy the reporting requirement. We hope to have the system equipped for this purpose by mid-October, consistent with our annual memo and request for disclosure of outside activity.

If your faculty need to report earlier than that timeframe for some reason, they may complete a hard-copy form and email it to the [Office of Faculty Development and Advancement](#) with a note indicating that they are submitting early intentionally. Those who submit early may be asked to input their 2022-2023 information within CAMS when it is operational. Please inform your faculty of this point.

Thank you for your patience, and as always, let us know if you have questions or concerns.

cc: Provost and Executive Vice President for Academic Affairs, Jim Clark  
Vice President for Faculty Development and Advancement, Janet Kistner  
Chief Compliance and Ethics Officer, Robyn Blank