

## Guidelines & Information for Members in the School of Social Science

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- Members are expected to present a talk on their work at one of the Social Science Seminars during the year, and to attend this weekly seminar series in support of their fellow scholars.
- If a member must be absent from the Social Science Seminar, please inform the School Administrative Officer and, as a courtesy, the presenter.
- Theme Seminar members are additionally expected to attend the biweekly Theme Seminar, and to inform the faculty leader and scheduled presenter if they need to be absent.
- Members are expected to be present on the Institute campus from mid-September through mid-May, excluding the break from mid-December to mid-January.
- **Late arrival, departure prior to mid-May, or lengthy absence during the academic year, may result in a reduction or pro-rating of stipend.**
- Members may not teach regular courses, remotely or in person, or be otherwise employed during the period of membership, nor may they hold a concurrent, residential fellowship.
- **Before departure, a year-end report must be submitted to the Institute Director, along with a copy to the School Administrative Officer.**
- All Members are provided an office for their exclusive use during the course of the academic year. Offices are equipped with a phone and computer; printing is directed to a centralized printer. All necessary computing support is provided, but individual printers owned by scholars will not be serviced by the IAS.
- Scholars have access to the full range of Institute Library services and, via the IAS Library, to the services of the Princeton University Library.
- Member expenses associated with **local** phone calls, faxes, and mail and shipping for professional purposes are covered by the School. Basic office supplies are provided; a stocked supply room (W332) is accessible via key card and houses printers, a fax machine, a scanner, and a book scanner, for use at no charge. Free-use photocopiers are located on the first floor of West Building and elsewhere on campus.
- Mail and shipping charges for personal purposes will be billed to Members.
- Each Member has an allowance of \$800 for reimbursement of research-related expenses, **excluding travel and conference fees**. Reimbursement is available for books (and shipping them home); recording, transcription, translation, illustration, editorial, and research assistance services; computer software, cloud storage, etc. Receipts must be submitted for approval electronically, along with a completed reimbursement claim form, to the School Administrative Officer. **Fall term receipts are due by December 15. Spring term receipts are due no later than June 1.** Automatic deductions from research funds are made for long-distance phone calls from office phones.
- The earliest office move-in date is September 1. This is also the earliest date any packages shipped to the School will be accepted for delivery.
- Offices must be vacated and cleared of all personal items and detritus by July 31.
- No smoking is allowed in School of Social Science offices, nor elsewhere inside any building on the academic campus.