

## **Policies of the School of Social Science for Members**

We have prepared this document in an effort to facilitate the life of Members during their stay at the Institute. Should you have any questions or concerns, please don't hesitate to contact the School's Administrative Officer, Miriam Harris ([mharris@ias.edu](mailto:mharris@ias.edu)).

### **Member Responsibilities**

- 1) Members are expected to give a presentation on their work at one of the Social Science Seminars during the course of the year, and to regularly attend this lunch seminar series in support of their fellow scholars, as well as to participate in other collective activities relevant to their research.
- 2) Members (including "commuters") are expected to be in residence on the Institute campus from mid-September through mid-May, excluding the break from mid-December to mid-January. If a Member needs to be absent for more than 2 consecutive days, it is requested that they inform the School's Administrative Officer via email in advance. **Should a Member depart prior to mid-May, or be absent for a lengthy period of time during the academic year, the stipend may be pro-rated accordingly.**
- 3) Before their departure, **Members must submit a year-end report** to the Institute Director.

### **Member Benefits**

- 1) Members may apply again after five years. They may also apply to return as Visitors.
- 2) Each Member is designated an allocation of \$800 for research-related expenses. This fund is maintained by the School's Administrative Officer. Some expenses are automatically deducted from the fund during year: long-distance phone calls, FedExes, and major photocopy jobs. Reimbursement may be requested for additional legitimate research expenses, such as purchase of books, shipping books home, having translations or illustrations done, editorial support, recording, purchase of computer software, etc. However, funds cannot be used for travel or conference fees. All receipts must be submitted by June 15.
- 3) All Members who require housing will be provided access to accommodation in either the Institute housing complex or other housing contracted by the Institute; rental is subsidized at a lower prevailing rate than readily available in the surrounding community.
- 4) All Members will be provided an office for their exclusive use during the course of the academic year; it will not be used for any other purpose by the School in their absence, without their permission. Offices will be equipped with a phone and computer; printing will be directed to a centralized printer. Scholars are welcome to install individual printers in their offices, but these will not be provided or serviced by the School. In addition, coffeemakers and small fridges are allowed, but hotplates are not.
- 5) Office supplies, within reason, will be provided. The School will attempt to fulfill all reasonable requests; extraordinary requests should be taken up with the Administrative Officer.

- 6) Members have access to the full range of Institute Library services and, through that, to Princeton University's Firestone Library.
- 7) Members will be provided all necessary computing support. If the Institute does not currently license software that the Member needs for research purposes, it is often possible to secure a license.
- 8) Member's expenses associated with local phone calls, faxes, and professional mail will be covered by the School.
- 9) If a scholar selected for Membership in the School of Social Science requires an accompanying research assistant(s), postdoc(s) or graduate student(s), the School will allow this with the following provisions:
  - a) the Member must sign an agreement to be financially responsible for any outstanding bills or library materials incurred by the research assistant;
  - b) the Member must outline the need for accompanying R.A.s in his/her application;
  - c) the accompanying individual will share the sponsoring Member's office; otherwise, they will be assigned a dedicated workspace in the Library;
  - d) they will be provided with computer accounts, Institute I.D. cards and dining privileges;
  - e) the School will not provide any financial support or housing for these accompanying scholars;
  - f) specific arrangements must be discussed with the School's Administrative Officer and Executive Officer.

### **Member Restrictions**

- 1) Members must not undertake any full-time teaching (or other employment) commitments concurrent with the academic year of their membership.
- 2) The earliest date incoming scholars can move into their offices is September 1. They may remain in their office beyond the formal stipend time, but must vacate by July 31.
- 3) Members who depart before mid-May may forfeit their final stipend payment.
- 4) No smoking is allowed in School of Social Science offices.