

November 2017

**TO:** Members of the Faculty

**FROM:** Sanjeev Kulkarni, Dean of the Faculty  
Jill S. Dolan, Dean of the College

**SUBJECT:** January Teaching Responsibilities for Faculty

We write to remind you that January reading and examination periods are part of the teaching semester. We'd like to call to your attention to three important policies that pertain to our schedule:

1. *The final work of the semester* (term paper, in-class final examination, take-home exercise, or other project) must not be due before Christmas. Students are entitled to use the time set aside in January to complete their final course assignments. If your course is organized without a separate, culminating assignment (for instance, the student simply submits a weekly paper or takes a weekly test), the work must still continue into January. If you have any questions about end-of-term deadlines and procedures, please contact the Office of the Dean of the College.
2. *Members of the faculty may hold classes during Reading Period*. If you expect to do so, and if you have not indicated the date and time on your syllabus, please notify your students now so that they can make their work and travel plans accordingly.
3. *Members of the faculty are expected to be on the campus and available to their students during the reading and examination periods*. This is particularly important as students prepare the final work in their courses. If unusual circumstances require you to be out of town for several days in January before the assignment for your course is due, please make special arrangements with one or more of your preceptors to handle questions from students who may need assistance. Do make sure those arrangements are known to your students and to the chair of your department. Juniors and seniors also need access to their independent work advisers in January. Please be diligent and generous with your availability.

Thanks for your attention here, and don't hesitate to ask Jill, in particular, if you have questions ([jsdolan@Princeton.edu](mailto:jsdolan@Princeton.edu)).

cc: President Christopher L. Eisgruber  
Provost Deborah A. Prentice