

December 3, 2019

Page | 1

TO: Members of the Faculty

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

SUBJECT: January Teaching Responsibilities for Faculty and
Martin Luther King Jr. Day

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 projects) 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 (8-3040).
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.

In addition, Martin Luther King Jr. Day is January 20, 2020, which falls during fall term examinations and coincides with the deadline for submission of take-home exercises.

Though Martin Luther King Jr. Day is a University holiday, the residential colleges will be fully staffed that day. We hope that faculty will be on campus, attentive on email, and be able quickly and efficiently to answer questions from the residential college deans. We also

hope that each department will have a staff member physically present in the office to handle student queries.

As always, we are committed to supporting our undergraduates as they complete their end-of-semester work and examinations.

Page | 2

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

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