History Handbook

A Quick Reference Guide to the Department of History, Program in History of Science, Center for Collaborative History, and Shelby Cullom Davis Center for Historical Studies

September 2016
# Table of Contents

Table of Acronyms

## I. ADMINISTRATION/DEPARTMENT
   A. Introduction of Staff and Key Personnel Resources
   B. Introduction of Officers
   C. Office/Department Basics
      - Access to Dickinson
      - Classrooms
      - Copying and Scanning
      - Faxing
      - Hiring Student Workers/Assistants
      - Mailing and Shipping
      - Mobile Devices
   D. Reimbursements
      - Travel - Conferences
      - Other Expenses
   E. Research Funds
      - University Committee on Research in the Humanities and Social Sciences (UCR Grants)
   F. Supplies (for Faculty and Staff Only)
      - Stationery
      - Toner for desktop printers
      - Plain paper for daily printing
      - Miscellaneous supplies

## II. UNDERGRADUATE STUDIES
   A. Advising
   B. Comprehensive Examinations
   C. Courses
      - Course Development:
   D. Departmental Representative
   E. Examinations
   F. Grading
   G. Junior Papers
H. Thesis

III. GRADUATE STUDIES
   A. Admissions/Recruitment
      1. History
      2. History of Science
      3. Hosting Visit
   B. Advising
   C. Courses
   D. Course Enhancement / Field Trips
   E. Directors of Graduate Studies
   F. Dossier Service
   G. Final Public Oral Examination/Dissertation Defense
   H. Funding
   I. General Examinations
   J. Grading & Evaluations
   K. Graduate History Association
   L. Guidelines
   M. International Students
   N. Language Exams
   O. Library
   P. Lounge
   Q. Nominations
   R. Precepting
   S. Professional Development
   T. Prospectus Approval
   U. Reenrollment
   V. Research Paper Certifications
   W. Responsible Conduct in Research (RCR)
   X. Visiting Student Research Collaborators and Exchange Students
   Y. Website Profiles

IV. PROGRAM IN HISTORY OF SCIENCE (HOS)
   A. Program Seminar
   B. Colloquia
   C. HOS Workshop
   D. Graduate Certificate in HOS
   E. Fall, Spring, and HSS (History of Science Society) Receptions
   F. Additional Events
V. CENTER FOR COLLABORATIVE HISTORY
   A. Administration
   B. Mission
   C. Funding Requests
   D. Scholarly Series
   E. Other Services Offered
   F. Weekly Electronic Newsletter
   G. Estimating an Event Budget

VI. GLOBAL HISTORY LAB
   A. Administration and Core Faculty
      Core Faculty Members
   B. Mission
   C. Programming
   D. Teaching
   E. Worldwide Partnerships

VII. SHELBY CULLOM DAVIS CENTER FOR HISTORICAL STUDIES
   A. Administration
   B. History and Mission
   C. Seminar Schedule
   D. Works in Progress Schedule
   E. Davis Center Fellows for 2017-18
      Year-Long Fellows
      Fall 2017 Fellows
      Spring 2018 Fellows
   F. Stone Professors
   G. Stone/Davis Prize
   H. JIW Funding

VIII: IT SERVICE CATALOG

IX. CALENDARS
   A. Key Dates - Undergraduate
      Fall Semester
      Spring Semester
   B. Key Dates - Graduate
      Fall Semester
      Spring Semester
      Summer
   C. University Academic Calendars
X. DIRECTORY

A. Officers and Committee Members: 2017-2018
   Officers
   Committees
B. Advisory Council Members
C. Glossary of Services (A-Z)
# Table of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI</td>
<td>Assistants in Instruction</td>
</tr>
<tr>
<td>CCH</td>
<td>Center for Collaborative History</td>
</tr>
<tr>
<td>CPS</td>
<td>Counseling and Psychological Services</td>
</tr>
<tr>
<td>DAPF</td>
<td>Departmental Academic Planning Form</td>
</tr>
<tr>
<td>DGS</td>
<td>Director of Graduate Studies</td>
</tr>
<tr>
<td>DOF</td>
<td>Dean of the Faculty</td>
</tr>
<tr>
<td>DS</td>
<td>Dossier Service</td>
</tr>
<tr>
<td>FPOE</td>
<td>Final Public Oral Examination</td>
</tr>
<tr>
<td>FTE</td>
<td>Full Time Equivalent</td>
</tr>
<tr>
<td>GHA</td>
<td>Graduate History Association</td>
</tr>
<tr>
<td>GPC</td>
<td>Graduate Programs Committee</td>
</tr>
<tr>
<td>HOS</td>
<td>History of Science</td>
</tr>
<tr>
<td>HSS</td>
<td>History of Science Society</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>JARS</td>
<td>Joint Advanced Research Seminars</td>
</tr>
<tr>
<td>JP</td>
<td>Junior Paper</td>
</tr>
<tr>
<td>ODOC</td>
<td>Office of the Dean of the College</td>
</tr>
<tr>
<td>ORPA</td>
<td>Office of Research and Project Administration</td>
</tr>
<tr>
<td>PDAR</td>
<td>Princeton Distress Awareness and Response</td>
</tr>
<tr>
<td>RCR</td>
<td>Responsible Conduct in Research</td>
</tr>
<tr>
<td>SAFE</td>
<td>Student Activities Funding Engine</td>
</tr>
<tr>
<td>UCRHSS</td>
<td>University Committee on Research for the Humanities and Social Sciences</td>
</tr>
<tr>
<td>VSRC</td>
<td>Visiting Student Research Collaborators</td>
</tr>
</tbody>
</table>
I. ADMINISTRATION/DEPARTMENT

A. Introduction of Staff and Key Personnel Resources

The staff are responsible for providing a full range of services to the department and to the program in History of Science, in addition to as-needed support to the Center for Collaborative History, the Shelby Cullom Davis Center for Historical Studies, and the Papers of Thomas Jefferson.

The Department Manager, Judith Hanson, works closely with the Chair of the Department on all matters related to the faculty: faculty searches, reappointments, promotions, leave arrangements, regular summer salary arrangements and special allocations (e.g., course development grants), and any special needs that arise. The manager is responsible for the department’s overall budget, its FTE budget, and precept planning. Other duties include: office assignment/reassignment matters, post-Ph.D. visitor appointments, quota increase requests, questions about department policies and exceptions to policies. The department manager is the designated hiring manager for the Department, the Davis Center, and the Jefferson Papers and is responsible for all Labor Accounting entries for the Department and its affiliates.

The Business Manager, Debora Macy, reviews all financial transactions for the department and reconciles expenses on a monthly basis. She is the go-to person for questions related to reimbursements for conference travel, research travel, the reconciliation of UCRHSS (University Committee on Research for the Humanities and Social Sciences), and questions related to reconciliations within Concur. She handles Time Collection for undergraduate students, graduate students, and casual hourly employees. Faculty who wish to hire student assistants need to consult with the Business Manager before the students start work to confirm the availability of funds, the eligibility of the student to be employed, and other matters related to their employment.

(Note: Time Collection for the Center for Collaborative History and Davis Center is the responsibility of the respective managers.)

The Undergraduate Office is staffed by the Undergraduate Program Administrator, Etta Recke, and the Undergraduate Program Assistant, Judie Miller. Along with the Departmental Representative and Associate Chair, they oversee the details of the Undergraduate Program, including courses, precepts, independent work, academic advising, thesis research funding, and the monitoring of students’ progress to fulfill degree requirements.

The Graduate Office is staffed by the Graduate Program Administrator, Kristy Novak, and the Graduate Program Assistant and Assistant for the Program in History of Science, Jackie Wasneski. Their responsibilities range from admissions and dossier processing to the Final Public Oral Examination (FPOE), from graduate hosting to colloquia and workshops.

Technical Support is provided by the Manager of Information Technology, Carla Zimowsk, and the Technical Specialist, Max Siles. The IT Staff provides a broad array of services that are
summarized in the IT Service Catalog. They also have overarching responsibility for the department’s website, intranet, and data security.

**General Support Services: Research Assistant**, Brooke Fitzgerald, can assist with a wide variety of research projects, such as scanning images, documents and slides; editing images; locating research materials; surveying and gathering material from primary sources and microfilm; editing book and article drafts; preparing course materials; creating, managing, and manipulating research databases; updating faculty website profiles; creating PowerPoint presentations; and translating French documents. The **Department Assistant**, Pamela Long, coordinates book orders and desk copy acquisitions, submits online course reserve requests, works with faculty on course packets, handles mail and shipping needs, and provides staff support for searches.

Our **Grants Manager**, Bobbie Zlotnik, works for the Office of Research and Project Administration (ORPA), and helps nine departments, including History, with the submission and administration of research grants. If a faculty member or graduate student plans to submit a grant proposal that would be administered by the university, and/or requires institutional review, approval, or signature, their first point of contact should be Bobbie. Also reach out to her if you have non-funded situations that require institutional endorsement. To help unearth funding opportunities (both institutional and individual), Princeton subscribes to a search engine called **Pivot**. Anyone with a Princeton login can create a profile and search for a variety of funding opportunities.

We have two major affiliated centers: the **Center for Collaborative History** (CCH) and the Shelby Cullom Davis Center for Historical Studies. The **Manager of CCH** is Jennifer Loessy, and the Director is David A. Bell. The manager of CCH also oversees the Global History Lab. The **Shelby Cullom Davis Center for Historical Studies** is currently directed by Angela Creager and managed by Jennifer Goldman.

The **Papers of Thomas Jefferson** prepares the authoritative edition of the correspondence and papers of Thomas Jefferson. Neither an archive of original manuscript materials nor a collection of digital facsimile images, the Jefferson Papers is a collaborative publishing hub providing quality, contextualized Jefferson source material for posterity. The current editor is James P. McClure.

The **Librarians for History**, Steven Knowlton and Alain St. Pierre, are available to assist you with any library needs. For example, if you need help finding research materials, understanding how to use online databases or printed indexes, or navigating BorrowDirect and ArticleExpress; want to schedule a library research session for your class; or request that the library purchase materials, please contact Steve or Alain. Their offices are on the first floor of Firestone Library.

Steven covers United States history and African American Studies. Alain covers world history and history of science.
B. Introduction of Officers

The Chair of the Department is the chief executive officer. The Chair is also responsible for oversight in general (of faculty, graduate students, undergraduate students, and staff) and reports confidentially every year to the President of the University on the state of the Department. The Chair reports to the Dean of the Faculty and/or the Committee of Three on faculty matters, including appointments, reappointments, preceptorships, tenure recommendations, promotions, and University prizes. The Chair maintains an ongoing dialogue with the Dean of the Faculty on retentions, assignment of named chairs, and on sensitive matters related to faculty performance. The Chair makes salary recommendations to the Committee of Three. Within the Department, the Chair makes all committee appointments. Keith Wailoo is the Chair of the Department of History during the 2017-18 academic year.

The Associate Chair is delegated the responsibility of overseeing undergraduate and graduate curricular offerings, balancing these offerings in various ways, and being attentive to shifts in enrollments and number of majors. The Point System falls under the administration of the Associate Chair. The Associate Chair also deals with requests for cross listing of courses. With regard to faculty appointments, the Associate Chair is the Affirmative Action officer. The Associate Chair position is held by Molly Greene.

The Executive Director of the Shelby Cullom Davis Center, Angela N.H. Creager, chairs the Center’s Executive Committee. Together they select each incoming class of Fellows. The Executive Director arranges the speakers and schedule of the Friday morning seminars and related conferences, colloquia, and workshops. The Executive Director also arranges the Works-in-Progress series, which, typically if not exclusively, showcases the work of faculty recently returned from leave. The annual Lawrence Stone Lecturers are chosen jointly by the Executive Director (with the advice of the Executive Committee) and the Editor-in-Chief of Princeton University Press. With the help of the Executive Secretary, the Executive Director sees to the publications of collected papers.

The Director of Graduate Studies (DGS) supervises all aspects of the graduate program, including admission, affirmative action, advancement, and training for professional development, but by long tradition the Director of Graduate Studies for the Program in History of Science oversees the admission and advancement of students in the History of Science Program. The latter also has oversight of those graduate students not fully in the program who are nonetheless working to obtain a certificate. John Haldon is the DGS for the Department of History, and Erika Milam is the DGS for the Program in History of Science.

The Graduate Financial and Placement Officer is the member of the faculty who responds to extraordinary funding requests for graduate students' research and related expenses. This Officer also oversees placement, making sure that placement dossiers are complete in a timely fashion and that they otherwise meet the standards the Department expects. Kevin Kruse is the Graduate Financial and Placement Officer during the 2017-18 academic year.

The Departmental Representative has direct interaction with the undergraduate population, making sure that majors fulfill all requirements, working with them to find appropriate junior paper seminars (first semester), individual junior paper advisers (second semester), and senior
thesis advisers. There is a special contact, the History of Science Concentrators’ Adviser, for those students who wish to pursue study in this field. Katja Guenther serves in this position for 2017-18. Undergraduate student concerns fall in general under the purview of the Departmental Representative. The Departmental Representative (“Dep Rep”), along with the Extramural Study Officer (though not formally a department Officer), are the go-to persons for study abroad matters. For the 2017-18 academic year, Margot Canaday is the Departmental Representative, and Eleanor Hubbard is the Extramural Study Officer.

C. Office/Department Basics

Access to Dickinson
Dickinson Hall is normally unlocked by 7:00am and locked by 7:00pm. Faculty and preceptors are given keys to Dickinson Hall. Graduate students who wish to have a key should see Kristy Novak.

If you need to access Dickinson but do not have a key, please call Public Safety at (609) 258-1000.

Classrooms
Scheduling 207, 210, 211, and 230 Dickinson:
- For undergraduate classes/precepts: Judie Miller
- For graduate seminars: Kristy Novak or Jackie Wasneski
- For special activities: Jennifer Loessy

If it is urgent and no one identified above is available, contact Judith Hanson. Once classes have been scheduled each semester, rooms are available for other activities. Any staff member can view room availability. However, for special events/activities, it is best to check with Jennifer Loessy to confirm availability and bookings.

Copying and Scanning
**Do it yourself:** The department has two photocopiers in G-07 Dickinson. To access the machines, you need to enter the department number. Each machine can do both copying and scanning. The machine on the right, as you enter the room, can also be used to fax. Everyone’s email address has been entered into each machine, so you need only go into the Address Book on the copier screen, select your email address, and the scanned materials can be sent directly to your Princeton email. You cannot scan to an outside email account.

**Requesting assistance with copying and scanning:** If you want assistance with copying or scanning, whether research or instructional, there are bins on the counter just inside 127 Dickinson. Fill out the appropriate form(s) and provide the requested information. A minimum of 24 hours notice is required for all requests.
Faxing
The department has a fax machine in 127 Dickinson. The fax machine operates as a university phone, so in order to dial outside the university you must dial a “9” then “1” and the area code and number. When faxing something internally in the university, you simply have to dial an “8” then the last four digits of the number. The fax machine is self-service, but you are always welcome to ask for assistance.

[Note: If you do not wait for the “send” confirmation, please leave the documents at the machine so that a staff member can make additional attempts on your behalf, should it not go through on the initial attempt. A copy of the “send” confirmation as well as your document is then returned to your mailbox in the Faculty Lounge, 136 Dickinson.]

Hiring Student Workers/Assistants
Before you hire a student worker (either graduate or undergraduate), please consult with Debora Macy. She confirms whether the student has the necessary paperwork on file to be employable. The two of you should also come to an agreement in advance about the appropriate pay rate and how and when hours are to be submitted. She also assists you in determining the appropriate pay rate and providing time collection instructions for the student.

Mailing and Shipping
All incoming mail and courier shipments are sorted into the mailboxes located in 136 Dickinson (Faculty Lounge) and 105 Dickinson (Graduate Student Lounge). Items too large for the mailboxes are left in the cabinets below and a notice placed in the recipient’s mailbox.

Outgoing mail that is to be sent via US mail can be placed in the canvas bin labeled “Mail to be Metered” underneath the faculty mailboxes in 136 Dickinson. Please make sure your name is part of the return address in the event we have questions about the mailing. Either Pamela Long or Judie Miller can assist you with any question or with obtaining a customs form if mailing abroad.

Anything meant for another location on campus goes in the bin labeled “Campus Mail.” Stamped personal mail can be left in the “Stamped Mail” tray.

For special shipping needs, we use UPS and/or FedEx. If you wish to have something sent by courier, please take it directly to Judie Miller or Pamela Long. Please provide a complete (legible) mailing address—no PO boxes—and the recipient’s phone number. Let the staff member know if the shipment is time sensitive.

(NOTE: We can only process professional mail/materials using University systems.)

Mobile Devices
Faculty must have the approval of the Chair to use research funds for the acquisition of mobile phones, iPads, or notebooks.
D. Reimbursements

For more information, please follow the links below:

- Business Expense Policy
- Travel Policy
- Reimbursement Policy
- Allowable Credit Card Expenses

Travel - Conferences

1. “Learned Society Conference”: List this in the “Business Purpose” box in Concur. You must turn in the Program cover/title page showing the name, dates, and location of the conference, as well as a copy of the page that you are listed on as a participant. This should be the most expensive conference that you participate in, when adding up all transportation and three nights lodging, only. These are the expenses funded by the DOF’s office. The meals and registration are funded by the Department.

2. “Department funded Scholarly Conference”: List this in the “Business Purpose” box in Concur. Tenured faculty are covered for $1,000, with the balance being charged to their research account; junior faculty expenses are covered at 100%.

3. Any additional conferences that you attend, beyond the two funded ones, should state “Attend Scholarly Conference” in the “Business Purpose” box in Concur. This will indicate that it is to be charged to your research account.

Other Expenses

- All expenses must list a Business Purpose in Concur. More detail is required for some expenses than others. For example, a group meal requires that you list in the “Business Purpose” box of Concur the main reason/topic for meeting over a meal; it cannot just say “Research.”
- Your University credit card cannot be used to pay for Permissions, Translations, Indexing, or Proofreading. Any type of service like this must be processed for payment by setting up the Vendor in the accounts payable system, which will require that they fill out paperwork to establish them as a vendor. To check whether an expense can be charged to the University credit card, go to Princeton Travel & Expense: Expense Type Listing, and then click on “Expense Types by Card and Account Code.”

E. Research Funds

Every faculty member is provided with a research fund that is replenished in accordance with established guidelines. The policies governing the appropriate uses of these funds can be found via the links provided in the Reimbursement section above.

The funds are directed to each faculty member’s person-specific program ID code, which makes it possible for faculty members to track their fund balances. Below are directions for tracking your available research funds.

Finding your funding balance(s) and expense details:
Log into Prime: http://prime.princeton.edu/

Select:
- Reporting (Sign in) → Financial Management → Fin012-Spendable
- Balance by Program

Set your search parameters by selecting:
- Fiscal Year 20XX, where, for example, “Fiscal Year 2017” refers to the fiscal year ending June 30, 2017.

Select accounting period (usually current month).

In Program Manager area, enter %YourLastName (e.g., %Hanson) and hit “Enter.”

Highlight your name and select “Insert” to move it to the right column.

Select the “Run” button on the lower left.

This displays a report that shows your current funding balance(s). If you want to review your expense details, click on the figure in the Expense column. This gives your year-to-date expense detail.

University Committee on Research in the Humanities and Social Sciences (UCR Grants)

Full time, non-visiting, professors, associate professors, assistant professors, emeritus faculty, instructors, senior lecturers, lecturers and members of the Society of Fellows are eligible to apply for these grants, even when on leave. Please check this link (http://www.princeton.edu/dof/policies/publ/fac/UCRHSS/) for the details on UCRHSS grants, including application deadlines, which occur twice a year for requests in excess of $700. Please note that applications for under $700 can be submitted at any time, while those over $700 must be filed by the published deadlines.

F. Supplies (for Faculty and Staff Only)

Stationery
Open supplies are available in 127 Dickinson. Any staff member in the main suite can help you find what you need. (Note: There are different letterheads and envelopes for History and for History of Science. Please check to make sure you have the right ones.) Other available items include manila envelopes, padded and plain, in a variety of sizes.

Toner for desktop printers
Every office should have a spare toner cartridge on hand. When you change your printer cartridge, please write your name on the cartridge box, place the used cartridge inside the box, and bring it to Debora Macy (130 Dickinson). She then orders you a new printer cartridge as a spare.

Plain paper for daily printing
All plain paper in letter, legal, and tabloid sizes is available in the photocopying room (G-07 Dickinson). Faculty and staff may retrieve paper as needed.
Miscellaneous supplies
File folders, Post-its, binder clips, paper clips, ink pens, felt tips, and other office items are available in Debora Macy’s office (130 Dickinson).
II. UNDERGRADUATE STUDIES

See Etta Recke for all questions regarding the Undergraduate Program (etta@princeton.edu; 8-6725; 128 Dickinson). Detailed information about the Department of History’s undergraduate program can be found at http://history.princeton.edu/academics/undergraduate.

A. Advising

HIS 400 faculty advise the juniors in their seminar sections. Spring junior paper advising assignments are finalized by the Departmental Representative before the spring term begins.

Seniors are given a list of available senior thesis advisers in May of their junior year. Students are encouraged to seek an advising commitment from one of the available advisers. Those who do not confirm an adviser on their own are assigned one by the Departmental Representative in the fall of their senior year. Course advising questions can be addressed to Etta or the Departmental Representative.

History requirements for Majors can be viewed at http://history.princeton.edu/academics/undergraduate/current-majors.

Junior and senior advisers are considered the academic adviser. Academic advisers meet individually with students during enrollment periods to review their progress in completing History degree requirements. You can access a student’s Departmental Academic Planning Form (DAPF) by logging into PeopleSoft. Specific instructions are provided by Etta.

B. Comprehensive Examinations

The Chair assigns faculty to write the examinations taken by seniors at the end of the spring term. Most faculty are involved in grading comprehensive exams. Judie Miller reaches out to faculty in April about their involvement.

C. Courses

Faculty of new and established courses are contacted to complete or review a worksheet the term before their course is scheduled to be offered. Please mention any cross-listing requests at that time. Scheduling, enrollment caps, student special permissions, course promotion, media needs, precepts, and classroom assignments are managed by Judie Miller. Questions regarding course book orders and packets should be addressed to Pamela Long.

Course Development:

There are some funds available for new undergraduate course development or for the significant redesign of an existing course. One source is the Lapidus Fund, a restricted fund that is to be used “to provide for the development of innovative undergraduate courses in American History based on primary source materials.” For situations that do not meet the Lapidus criteria, the department has set aside some unrestricted funds to support these efforts. Interested faculty can
submit a proposal to the Chair that includes a statement describing the new course or the course redesign project, along with a budget that covers anticipated expenses, such as materials to be purchased, student assistants, etc.

**Course Enhancement / Field Trips:**
Faculty who wish to organize a field trip as a component of the undergraduate course they are teaching can apply to the Chair for support. The most common requests received in recent years have been visits to relevant museum exhibitions and guided/directed tours of particular neighborhoods or venues in different cities. The request should include a projected budget: transportation, entrance fees, meals, fees for guides, etc. Helpful guidance for budgeting can be found at the “Estimating an Event Budget” section of the CCH.

**D. Departmental Representative**
For the 2017-18 academic year, Professor Margot Canaday (mcanaday@princeton.edu; 8-6406; 229 Dickinson) is charged with administering the undergraduate program, both on a day-to-day and programmatic level. Faculty concerns about individual students should be addressed directly to the Dep Rep. Undergraduates pursuing the HOS track must meet with the HOS Concentrators’ Adviser, Katja Guenther, at least once per semester.

**E. Examinations**
Scheduled exams are assigned day/time/room by the Registrar’s Office. You should receive a detailed email directly from the Registrar. Special attention should be paid to information regarding rescheduled exams. The earliest a take-home examination can be distributed, in-person or on Blackboard, is the start of the final exam period.

**F. Grading**
History’s Grading Practices can be viewed at: [http://history.princeton.edu/academics/undergraduate/courses/grading-practices](http://history.princeton.edu/academics/undergraduate/courses/grading-practices). Faculty receive an email directly from the Registrar’s Office regarding the electronic submission of grades along with the submission deadline for their course.

**G. Junior Papers**
Both fall and spring junior papers are submitted electronically. Faculty receive instructions from Etta Recke on junior paper submission deadlines for students and the deadlines for faculty comments and grades.

**H. Thesis**
The senior thesis is the capstone to a student’s experience as a History concentrator. The thesis project is the result of what is ideally a yearlong endeavor on the part of the student, who works in close and regular contact with their adviser. The Department establishes a calendar of suggested deadline dates for the thesis process. Seniors can apply for thesis research funding
from History in spring of their junior year and fall of their senior year. Students apply using the SAFE (Student Activities Funding Engine) portal. This site also allows them to apply to ODOC (Office of the Dean of the College) and other funders. Faculty are provided detailed information about the reading and grading of theses and awarding of prizes.

III. GRADUATE STUDIES

A. Admissions/Recruitment

1. History

Applications to the graduate program in History are accepted each fall; the application deadline is December 1. The Graduate Programs Committee (GPC) conducts an initial review of all applications and advances approximately 50% of the applications to expert fields. Each field reviews all advanced candidates and provides a ranked list of candidates they wish to admit to the GPC. The GPC and DGS review all ranked candidates and present to the full History faculty a list of candidates for admission. The DGS recommends the admission of approved candidates to the Graduate School, and admission offers are made by mid-February.

2. History of Science

Applications to the graduate program in History of Science are accepted each fall; the application deadline is December 15. The entire Executive Committee of the Program review the applications and meet to determine a ranked list of candidates recommended for admission. The DGS presents that list to the full History faculty and recommends the admissions of approved candidates to the Graduate School. Admission offers are made by mid-February.

3. Hosting Visit

All admitted students are invited to campus in the spring for a recruitment visit. During the Hosting Visit, prospective students meet with faculty, attend classes, socialize with enrolled students, and tour the campus. Please visit the HERO faculty resources site for more information on Hosting Visit processes.

B. Advising

Graduate students are advised by the History or History of Science DGS during the first two years of their enrollment. During this time they also normally work with the faculty member who the student expects will serve as their dissertation adviser, either through coursework or for independent research. Students are expected to approach faculty to formally request that they agree to act as their adviser.

In the fall of the third year, each student formally submits their prospectus for approval by December 1. Once the prospectus has been approved, a dissertation adviser is officially assigned. Students should contact the DGS if they need to change advisers or have any advising concerns.
Faculty should notify the DGS and/or the Graduate Program Administrator if they have any concerns about a graduate student. Resources for recognizing students in distress are available through Princeton Distress Awareness and Response (PDAR) training, Counseling and Psychological Services (CPS), and the Graduate School. The Office of Disability Services offers a range of support services to students.

C. Courses

Graduate courses are managed by the Graduate Program Administrator. Worksheets for new or existing graduate seminars are reviewed in September for the spring semester and in January for the fall semester. Faculty may decide whether to accept auditors into their courses and should indicate on their course worksheet if auditors are not permitted. If a faculty member agrees to conduct a reading course, the student is responsible for submitting the required paperwork to the Graduate Administrator before the start of the term.

D. Course Enhancement / Field Trips

Faculty who wish to organize a field trip as a component of the graduate course they are teaching can apply to the Chair for support. Examples of requests in recent years have been visits to relevant museum exhibitions and guided/directed tours of particular neighborhoods or venues in different cities. The request should include a projected budget: transportation, entrance fees, meals, fees for guides, etc. Helpful guidance for budgeting can be found at the “Estimating an Event Budget” section of the CCH.

E. Directors of Graduate Studies

Professor John Haldon (jhaldon@princeton.edu; 8-9456) is the DGS for the Department of History. Professor Michael Gordin (mgordin@princeton.edu; 8-8095) is the DGS for the Program in History of Science (HOS). Notify the DGS and/or the Graduate Program Administrator of any concerns regarding graduate students.

F. Dossier Service

The History Department offers the Dossier Service (DS) to support faculty letter writers and encourage a robust reference letter practice for placement of our students and alumni upon graduation. Please visit HERO for information and usage guidelines.

G. Final Public Oral Examination/Dissertation Defense

Upon approaching this milestone in the final years of the graduate study, degree candidates work in concert with their adviser and the Graduate Program Assistant to create and propose an exam committee for approval by the DGS. The Graduate Program Assistant works with the student and committee to establish a timeline with due dates that meet requirements established by departmental policy, the Graduate School, and Mudd Library. Please visit HERO for more information about the Final Public Oral Examination (FPOE) process.
H. Funding

The History Department offers funding to History and HOS graduate students. Each student has a $3000 Scholarly Travel Fund, which is intended to support travel to relevant scholarly conferences, workshops, and job interviews. Proposals are reviewed on a rolling basis and there is no limit to the number of times a student may apply.

Each student may also apply to the department for funds to support language training, pre-dissertation research, and dissertation research. Students may only submit one proposal for each category of funding. Proposals are accepted twice per year; the submission deadlines are February 15 and August 15. More detailed information on departmental funding is available on the Archimedes graduate student resources site.

I. General Examinations

General Examinations will be held the week after spring term classes end, which will be May 8-12 (written) and May 15-19 (orals), 2017. All History and HOS Graduate students normally sit for the General Examination in May of their second year, though some students postpone their generals to the fall of their third year for a variety of reasons. Students must have the approval of the DGS to postpone generals.

Students are not permitted to sit for their exams unless they have met the pre-generals requirements: successful completion of nine graded graduate seminars and two certified research papers and fulfillment of the language requirement. Students prepare for one major field and two minor fields; it is possible for fields to be split between two faculty. The examinations include a five-day written exam and a two-hour oral exam. See the Program Guidelines for more information. Past exams are archived on Archimedes.

J. Grading & Evaluations

Grades must be entered by the relevant deadline. A grade of incomplete (INC) should be awarded only in exceptional circumstances, when there are compelling reasons discussed in advance between the instructor and the student. In all cases where an INC is awarded, the instructor must set a new deadline and communicate the extended deadline to the Graduate Program Administrator. In accordance with the Policy on Incomplete Coursework, if a student has not turned in the final paper or work for a course within one year after the beginning of the course, the grade in the course will be recorded by the Graduate School as “F.”

Evaluation forms are required in addition to any comments the instructor provides on students’ written work. These evaluations provide timely feedback on graduate student performance and give faculty the opportunity to note areas in which a student needs to improve.

Second-year students who are taking generals are permitted an automatic extension of three weeks for spring coursework.
K. Graduate History Association

The Graduate History Association (GHA) is a committee that represents the interests of all graduate students in the department and acts as liaison between students, the department, and the Graduate School. Elections are held annually in the fall. The GHA maintains a listserv called Pythia, which is used to distribute non-academic announcements and messages. Faculty may send messages to the GHA president with a request that they be forwarded to Pythia.

L. Guidelines

The graduate Program Guidelines explain all policies and procedures relevant to the Ph.D. programs in History and History of Science. The HOS Program of Study contains additional information specifically pertaining to the History of Science program.

M. International Students

International students are supported by the Davis International Center. Students may visit during walk-in hours or make an appointment in advance with the adviser assigned to the History Department.

N. Language Exams

Language examinations will be offered October 17-21 and February 20-24. The Graduate Program Administrator recruits faculty to set the exams each semester; it is expected that all faculty who are qualified to offer exams in a particular language do so on a regular rotation to ensure a balanced distribution of work. See the Program Guidelines for more information about the language requirement.

O. Library

Steven Knowlton and Alain St. Pierre are the History Librarians.

There are 80 carrels in the History graduate study room. These are assigned to students in the first, second, and third years. If additional carrels are available they are assigned to students in higher years by a lottery process. The Graduate Administrator handles the assignment of library carrels.

Graduate students may use the printers in Firestone Library. To request an increase to the print quota, students should email helpdesk@princeton.edu.

P. Lounge

All graduate students and Visiting Student Research Collaborators (VSRCs) have a mailbox in the graduate student lounge, 105 Dickinson Hall. Envelopes for campus mail are located in the top drawer on the left; to send campus mail, deposit the envelope in the appropriate bin in the faculty lounge. Students are expected to clean up after themselves and to wash their own dishes.
Q. Nominations
Calls for nominations for honorific fellowships, the annual teaching award, the Fellowship of Woodrow Wilson Scholars, and various other fellowship opportunities are circulated via email by the Graduate Program Administrator. The DGSs oversee the separate nomination processes for competitive fellowships for History and HOS students.

R. Precepting
Graduate students are eligible to precept once they have successfully completed their general exams. Undergraduate lecture courses with an enrollment of more than 18 students are eligible to have a preceptor. The number of precepting opportunities can vary significantly from year to year depending on the courses being offered.

Messages are sent to graduate students twice a year soliciting their interest in precepting. This happens in mid-October for spring semester courses and mid-March for fall semester courses. When the solicitation goes out for the fall, we also include a list of the lecture courses being offered for the following spring to allow students to make an informed decision about which semester might offer better opportunities for them, should they wish to teach in only one. Once all the responses have been received, they are recorded on a document that links student preferences to the courses being offered and organizes the information by cohort.

The actual assigning of precepts takes place after the undergraduate course selection process is complete (mid-December for spring courses, late April for rising sophomores, juniors, and seniors). It is done in consultation with the head of course who is given the names of those graduate students who have expressed interest in precepting for their course. The head of course makes recommendations based on the course needs as well as those of the graduate students. The next step is for the department manager to reach out to each graduate student regarding the proposed assignment. Once assignments are confirmed, the information is conveyed to the Undergraduate Program Assistant, Judie Miller, who contacts each preceptor regarding scheduling and other course matters, as well as to the Department Assistant, Pamela Long, who records office hours and distributes desk copies and packets.

Staffing projections for fall semester courses require that a “best guess” be made about possible freshmen enrollments, since they do not make their course selections until just before classes begin. Projections also take into consideration the fact that enrollment numbers at the very beginning of term are likely to shift, typically down, because of the two-week shopping period.

Some things to keep in mind:
● If a faculty member and graduate student have an understanding about a precepting commitment for a particular course, this information needs to be communicated to the Department Manager who maintains the master list of assignments.
● It is the department’s practice to limit precept assignments for graduate students in years 3, 4, and 5 to a maximum of two in any given semester.
● Graduate students are encouraged to consult with their adviser regarding the timing of their teaching plans.
● Students who have special grants need to consult with their funding source to determine whether precepting is even allowed while holding the grant.
● Depending on their field specialties, graduate students may find that there are courses of interest in other departments and should feel free to explore those possibilities. We have had numerous students teach outside the department. The Graduate School now hosts an “AI Position Posting” service where students can look for opportunities as well. [https://gsapps.princeton.edu/AIJobPosting/]
● First-time preceptors need to make sure that they will be able to attend the mandatory AI training that is offered prior to the commencement of classes each semester.
● Plans can change. Should students wish to withdraw from consideration or be added to the list for consideration, they should contact the Department Manager.
● Anyone with questions is welcome to contact the Department Manager, Judith Hanson, at any time.

S. Professional Development
Graduate students interested in teaching should refer to the Precepting section for more information. Other professional development resources are explained on Archimedes.

T. Prospectus Approval
Graduate students who pass the General Examination at the end of their second year must have a draft of their prospectus approved by their dissertation adviser and a prospective first reader by December 1 of the third year. Students who have postponed the General Examination will have an alternate prospectus approval deadline determined by the relevant DGS. Prospectus guidelines and the required form are on [Archimedes](#).

U. Reenrollment
Faculty participate in the annual graduate reenrollment process each spring. Advisers receive an automated email prompting them to complete reenrollment recommendations for their advisees in PeopleSoft. Advisers will also receive notifications for any changes in enrollment status, including absentia requests, leaves of absence, and enrollment termination. More information is provided by the Graduate School on reenrollment and status changes.

V. Research Paper Certifications
Graduate students are required to complete two research papers, which must be certified by a faculty member in the department. The first-year paper must be certified by June 15 and the second-year paper by April 1. Certification guidelines and the required form are on [Archimedes](#).

W. Responsible Conduct in Research (RCR)
Princeton University requires all students to complete training in the responsible conduct of research. The History Department’s RCR seminar is a two-day workshop held in the late spring after general examinations for students who have passed the exam. Eight faculty volunteers are
needed annually to lead 1.5 hour sessions on various topics. More information is available on Archimedes. The RCR is followed by the Prospectus Seminar, during which all students who have passed generals present a draft of their prospectus for comments. The RCR and Prospectus Seminar together make up HIS/HOS 503, a graduate course that appears on student transcripts.

X. Visiting Student Research Collaborators and Exchange Students

There are several categories of Nondegree graduate students, the most common of which is VSRC (Visiting Student Research Collaborators). Faculty who wish to invite visitors should contact the Graduate Program Administrator for guidance on the application timeline and process.

Y. Website Profiles

All graduate students are encouraged to create and maintain a profile on the departmental website. To create or update a profile, students should email Kristy Novak with biographical text, a photograph (optional), and a CV (optional) for posting. They should also fill out this form if they wish to add Field, Area of Interest, Period, and Region tags to their profile. Additionally, students are encouraged to consider OpenScholar as a resource tool for their professional presence online.

IV. PROGRAM IN HISTORY OF SCIENCE (HOS)

A. Program Seminar

Program Seminar serves to foster scholarly community among the faculty, students, and visiting fellows of the program, as well as other members of the university community. For information about attending the program seminar, subscribing to the HOS_Seminar listserv, or viewing the current schedule of Seminar topics and presentations, please visit the Program Seminar page of the department’s website. The HOS Events page lists all HOS-related events, including those not directly affiliated with the Department. HOS faculty seeking administrative support for the Program Seminar should consult HERO.

B. Colloquia

The Program in HOS offers a series of lectures by outside scholars throughout the fall and spring semesters. To view upcoming colloquia, please visit the Colloquia page of the department’s website. Colloquia are announced over the HOS_Seminar listserv and also featured in the CCH weekly e-newsletter. HOS faculty seeking administrative support for colloquia should consult HERO.
C. HOS Workshop
Every year, members of the Program faculty sponsor a theme-based workshop or series of workshops. These all-day events involve speakers from outside Princeton and normally take place on Friday and/or Saturday. They are open to participants in the University community and beyond. For information about these workshops, please visit the HOS Workshops page of the department’s website. As the event approaches, it is announced over the HOS_Seminar listserv and highlighted in the CCH weekly newsletter. HOS Faculty seeking administrative support for the HOS Workshop should consult HERO.

D. Graduate Certificate in HOS
The Graduate Certificate in History of Science is open to Princeton University graduate students not enrolled in the Program in History of Science. Please visit the HOS Graduate Certificate page of the department’s website for information on curricular requirements and certificate recipients. HOS faculty seeking administrative support for the certificate process should consult HERO.

E. Fall, Spring, and HSS (History of Science Society) Receptions
Receptions to foster connection between the local and global Princeton HOS community are held each semester and hosted by HOS faculty. Invitations are issued through the HOS_Seminar listserv. A Princeton reception is also offered at the History of Science Society’s annual meeting, to which alumni are invited. HOS faculty seeking administrative support for these receptions should consult HERO.

F. Additional Events
As the HOS program and community grow, there are many areas of intellectual and social expansion to consider. HOS faculty wishing to organize an event, no matter how small or large, should consult HERO for administrative support. Students who wish to collaborate on HOS events or workshops should route a funding request through the Center for Collaborative History using their online form, or contact Jennifer Loessy.
V. CENTER FOR COLLABORATIVE HISTORY

A. Administration
The Center is under the direction of David A. Bell and is managed by Jennifer Loessy.

2017-18 Center for Collaborative History Committee Members:

- David A. Bell, Director
- Angela Creager, ex officio
- Margot Canaday, ex officio
- John Haldon, ex officio
- Keith Wailoo, ex officio
- Yair Mintzker
- Anson Rabinbach

B. Mission
The Center for Collaborative History serves as the special activities funding arm for the Department of History, the Shelby Cullom Davis Center for Historical Studies, and the Program in History of Science. It oversees the department’s many working groups; supports faculty members who are working together on research projects, conferences, and symposia; provides a home for large collaborative research grants from external sources; and coordinates and monitors collaborative projects with other academic institutions, both domestic and international.

C. Funding Requests
Requests for funding are accepted from current faculty, graduate students, and undergraduate students (both in the Department of History and in other on-campus departments/programs). To be considered for funding, all requests must have a historical component to the programming, and no part of the event may be in direct competition with the Shelby Cullom Davis Center for Historical Studies’ weekly seminar series (held on Friday mornings). Funding requests are considered on a case-by-case basis by the Center for Collaborative History’s committee. All requests for funding should be submitted through the Center’s funding request form (https://history.princeton.edu/events-funding).

Whenever possible, it is also recommended that you request funding from other departments or centers on campus. Other funding opportunities on campus include but are not limited to: Council of the Humanities, Department of African American Studies, Department of Classics, Department of English, Graduate School (for graduate student-initiated events), Office of the Provost (for international exchanges), Program in American Studies, Program in Gender and Sexuality Studies, and University Center for Human Values.
Those seeking funding from other sources on campus should focus on departments whose own missions are closely aligned with the subject of the event. Jennifer Loessy can assist you with compiling a list of potential funding sources for your event.

**D. Scholarly Series**

The Center supplies funding to a variety of cosponsored events, as well as regularly scheduled seminar series, workshops, and faculty initiatives and events. The Center oversees and assists in the coordination of the following scholarly series:

- **American Political History Seminar Series**
  (Organizers: [Kevin Kruse](mailto:kevin.kruse@examples.com) and [Julian Zelizer](mailto:julian.zelizer@examples.com))

- **Colonial Americas Workshop**
  (Organizer: [Wendy Warren](mailto:wendy.warren@examples.com))

- **Colonialism and Imperialism Workshop**
  (Organizers: [Caitlin Harvey](mailto:caitlin.harvey@examples.com), [Disha Jani](mailto:disha.jani@examples.com), and [John Paniagua](mailto:john.paniagua@examples.com))

- **Committee for the Study of Books and Media**
  (Organizers: [Anthony Grafton](mailto:anthony.grafton@examples.com) and [Nigel Smith](mailto:nigel.smith@examples.com))

- **Early Modern History Workshop**
  (Organizers: [Matthew McDonald](mailto:matthew.mcdonald@examples.com), [Miles Macallister](mailto:miles.macallister@examples.com), and [Jennifer Rampling](mailto:jennifer.rampling@examples.com))

- **Eighteenth-Century Seminar Series**
  (Organizer: [David Bell](mailto:david.bell@examples.com))

- **Late Antiquity, Medieval, and Byzantine Workshop**
  (Organizers: [Jan van Doren](mailto:jan.van.doren@examples.com) and [Hollis Shaul](mailto:hollis.shaul@examples.com))

- **Latin America Workshop**
  (Organizer: [Jessica Mack](mailto:jessica.mack@examples.com))

- **Modern America Workshop**
  (Organizers: [Teal Arcadi](mailto:teal.arca@examples.com), [Jacqueline Brandon](mailto:jacqueline.brand@examples.com), [Daniel Ewert](mailto:daniel.ewert@examples.com), [Michael Glass](mailto:michael.glash@examples.com), and [Rob Konkel](mailto:rob.konkel@examples.com))

- **Modern Europe Workshop**
  (Organizers: [Jonathan Catlin](mailto:jonathan.catlin@examples.com), [Disha Jani](mailto:disha.jani@examples.com), and [David Bell](mailto:david.bell@examples.com))

- **Russia and Eurasia Workshop**
  (Organizers: [Kaspar Pucek](mailto:kaspar.pucek@examples.com) and [Taylor Zajicek](mailto:taoy.zajichek@examples.com))
E. Other Services Offered

In addition to assisting in the coordination of regularly scheduled seminar series, workshops, and faculty initiatives, the Center also:

- Processes funding requests, including:
  - Communicating new requests to the committee, tracking approvals, and providing timely communication on the status of the request
  - Establishing new chartstrings for all new events
  - Transferring funds from the Center to other departments on campus
  - Coordinating monetary transfers from other cosponsoring departments into the center’s accounts
  - Tracking the use of all funds associated with a series or conference
  - Returning any unused funds proportionally to all cosponsors after the completion of a conference or other one-time event
- Manages the funds (including external research grants) for collaborative projects and international scholarship exchanges, including:
  - Processing reimbursements and Concur expense reports
  - Paying student research assistants (via Time Collection)
  - Processing invoices and accounts payable
- Processes invoices, travel reimbursements, and honoraria for guest speakers
- Posts events on the department’s website
- Reserves rooms in Dickinson Hall for special events
- Coordinates class field trips
- Assists in estimating event budgets
- Writes and disseminates the weekly electronic newsletter
- Designs posters for CCH events

F. Weekly Electronic Newsletter

In an effort to reduce the number of emails being sent to faculty and students, the Center distributes a weekly e-newsletter, which includes information on upcoming events, new faculty publications, important university dates, notices, and other on-campus events the Center is asked to advertise. To submit events or news or to be added to the mailing list, please email Jennifer Loessy at jloessy@princeton.edu.

G. Estimating an Event Budget

In order to determine how much funding is needed to host an event, a number of factors and components should be considered. For your planning purposes, below is a table of estimated expenses typically associated with hosting an event at Princeton. Jennifer Loessy can also create an estimated budget for you.

Common expenses include:
<table>
<thead>
<tr>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$85</td>
<td>Per person for dinner (with wine) at a local restaurant or Prospect House</td>
</tr>
<tr>
<td>$350</td>
<td>Catered lunch for 25 people</td>
</tr>
<tr>
<td>$200</td>
<td>Catered continental breakfast for 25 people</td>
</tr>
<tr>
<td>$200-$600</td>
<td>Catering for a reception, depending on quantity and selections</td>
</tr>
<tr>
<td>$450</td>
<td>Round-trip domestic airline ticket</td>
</tr>
<tr>
<td>$800-$1100</td>
<td>Round-trip international airline ticket</td>
</tr>
<tr>
<td>$1,100+</td>
<td>Rental of a charter bus for the day (for class trips)</td>
</tr>
<tr>
<td>$125</td>
<td>Car service (one-way from Philadelphia and Newark airports)</td>
</tr>
<tr>
<td>$250</td>
<td>Car service to or from New York City</td>
</tr>
<tr>
<td>$170</td>
<td>Per night for a hotel room at the Nassau Inn</td>
</tr>
<tr>
<td>$40</td>
<td>Taxi service to or from Trenton Transit Center</td>
</tr>
<tr>
<td>$20</td>
<td>Taxi service to or from Princeton Junction train station</td>
</tr>
<tr>
<td>$250</td>
<td>Amtrak train ticket (round-trip) to/from Washington, D.C. or Boston</td>
</tr>
<tr>
<td>$32</td>
<td>Round-trip NJTransit ticket to New York-Penn Station</td>
</tr>
<tr>
<td>$300-$350</td>
<td>Honorarium for a 4:30PM lecture</td>
</tr>
<tr>
<td>$150-$300</td>
<td>Honorarium for a 12:00PM lecture</td>
</tr>
<tr>
<td>$75</td>
<td>Poster printing (30 quantity)</td>
</tr>
<tr>
<td>$150</td>
<td>Program printing (60 quantity)</td>
</tr>
</tbody>
</table>
VI. GLOBAL HISTORY LAB

A. Administration and Core Faculty

Jeremy Adelman, Director
Jennifer Loessy, Manager

Core Faculty Members
- Jeremy Adelman
- Linda Colley
- Sheldon Garon
- Molly Greene
- Bernard Haykel
- Harold James
- Robert Karl
- Matthew Karp
- Stephen Kotkin
- Michael Laffan
- M'hamed Oualdi
- Gyan Prakash
- Teresa Shawcross

B. Mission

The Global History Lab, housed in the Department of History, is directed by Professor Jeremy Adelman, and is managed by the Center for Collaborative History’s manager, Jennifer Loessy. The Lab provides a home for a diverse group of faculty and students working in the field of global history. These faculty members and students study the histories of Asia, Africa, Europe, and the Americas in international perspectives, and also explore the connections across and forces that divide regions from each other.

C. Programming

In addition to our individual research projects, we have an active program of courses, workshops, and conferences, including the Global History Workshop and events held in conjunction with our worldwide partnerships.

Global History Workshops are open to the public. For a complete listing of upcoming workshop meeting dates, along with lecture titles, visit: https://history.princeton.edu/centers-programs/ghl/workshop.
D. Teaching

The Global History Lab offers a sequence of courses for graduate and undergraduate students. In addition to a rich array of regional and thematic courses, each year the undergraduate gateway course “A History of the World since 1300” is taught. It is currently offered as an open-access learning platform.

At the graduate level, we offer a two-semester sequence of seminars. The first covers the period from 1300-1850 and the second from 1850 to the present.

E. Worldwide Partnerships

Princeton’s Global History faculty and students are also involved in several worldwide partnerships and networks. One of them is a partnership between colleagues at Princeton and counterparts at the Humboldt University in Berlin. Activities for this partnership began in the 2014-15 academic year.

A second major venture is the Global History Collaborative, a joint effort between historians at Princeton, the University of Tokyo, the École des Hautes Études en Sciences Sociales (Paris), and the Freie and Humboldt Universities in Berlin. This involves student exchanges, faculty visits, and annual summer Joint Advanced Research Seminars (JARS) for students and faculty rotating around all four locations. The first JARS took place in Tokyo in September 2015. Princeton University hosted a JARS in May 2016, and selected students and faculty returned to Tokyo in January 2017.
VII. SHELBY CULLOM DAVIS CENTER FOR HISTORICAL STUDIES

A. Administration

Angela N.H. Creager, Director
Jennifer Houle Goldman, Center Manager
Beth Lew-Williams, Executive Secretary

B. History and Mission

The Davis Center for Historical Studies is named after Shelby Cullom Davis ’30, who provided a generous gift to assure the continuance of excellence in scholarship and the teaching of history at Princeton University. Since its inception, the Davis Center's chief function has been to foster research on chosen themes through a weekly seminar, conferences, and workshops. Emphasis is placed on interdisciplinary approaches and subjects that span different geographical areas and periods.

As part of our mission to support innovation in historical research, the Davis Center welcomes applications for fellowships from scholars whose research engages broadly and imaginatively with the theme that the Center sets each year. Our aim is to bring five to six fellows per semester to the Center where they pursue their own scholarly projects and contribute to the intellectual community of the Center and the University.

The Davis Center's chief function has been to conduct the weekly seminar in which members of the faculty, visitors from other institutions, graduate students, and selected undergraduates participate. For a period of two years, the seminar directs its attention toward a single theme or aspect of history.

- **Emphasis on innovation:** Topics represent relatively new approaches to the study of history.
- **An interdisciplinary approach:** Emphasis is placed on interdisciplinary approaches and subjects that span different geographical areas or periods.
- **Ongoing events:** Conferences and workshops supplement the seminar series in advancing the exploration of the chosen theme.
- **Important publications:** Significant papers developed through these activities are published as thematic collections of essays.

During the academic years of 2016-17 and 2017-18, the Shelby Cullom Davis Center for Historical Studies will focus on the topic of *Risk and Fortune*. Notions of risk have been important to human societies for centuries. Soothsaying, insurance, medical prognostication, financial investment, and gambling all contend with—or try to contain—possible losses. Conversely, good fortune has had its talismans and theorists throughout history. This two-year
seminar will bring together scholars working on risk and fortune in historical societies around the world in all time periods, on topics including (but not restricted to) economics, science, religion, industry, statistics, and agriculture.

C. Seminar Schedule
During the academic year, the Davis Center holds weekly seminars on Fridays at 10:15 a.m. in 211 Dickinson Hall, unless otherwise noted. For a complete listing of the Davis Center’s upcoming seminars, visit history.princeton.edu/dav/events.

D. Works in Progress Schedule
The Davis Center’s Works in Progress series provides an informal forum for department faculty to present current research to the local history community for feedback and discussion. These talks take place in 211 Dickinson at 4:30 p.m. For a complete listing of the upcoming Works in Progress series, visit history.princeton.edu/dav/wip.

E. Davis Center Fellows for 2017-18

Year-Long Fellows
William Deringer, Massachusetts Institute of Technology
“Discounting: A History of the Modern Future (In One Calculation)"

Laurie Wood, Florida State University
“Risks & Realities: Death and Credit in the French Tropics”

Fall 2017 Fellows
Robert Aronowitz, University of Pennsylvania
“Medical Efficacy in a Highly Intervened-in World”

Monica Azzolini, University of Edinburgh
“Trembling Earth and Burning Mountains: Responses to Environmental Risk in Early Modern Italy (ca. 1500-1750)”

Jeffrey Freedman, Yeshiva University
“Controlling Risk, Generating Fear: Policing, Medicine and the State in Old Regime France”

Spring 2018 Fellows
Esther Eidinow, University of Bristol
“Social, Religious and Environmental Risk in Ancient Greek Myth Narratives”
Bryna Goodman, University of Oregon
“Finance and the New Chinese Republic Risk, Rationality, and Rights”

Mae Ngai, Columbia University

F. Stone Professors
The Davis Center established the Visiting Stone Professorship in 2001 to commemorate Lawrence Stone, the Center's founding director. Each year, the Center invites distinguished historians in different fields to visit the History Department for one to two week periods.

The Visiting Stone Professors deliver lectures on their ongoing research, meet with students, and discuss their experiences as historians with faculty and graduate students. This program offers unique opportunities for not only showcasing exemplary historical research but also for learning about and learning from the professional lives of extraordinarily accomplished historians.

The three lectures given by the Stone Professor serve as the foundation for a volume subsequently published by Princeton University Press.

G. Stone/Davis Prize
To encourage sophisticated training and experience in historical research among History undergraduates, the Davis Center awards a limited number of Lawrence Stone and Shelby Cullom Davis prize fellowships to rising seniors for their senior thesis projects. To be considered, a student must have an excellent record in departmental work and must be nominated by a member of the department. The nomination letter should be accompanied by a detailed research plan written by the student. Special consideration is given to those whose work requires extensive use of archival sources distant from Princeton and from the student's home. Award recipients receive a cash grant of $6,000. Students apply through the SAFE portal.

H. JIW Funding
As part of a two-year pilot program, the Davis Center will award a limited number of research grants to junior history and history of science concentrators to fund research for the spring independent work. These grants are aimed at encouraging students to reach beyond sources available at Princeton, for instance by visiting archives or libraries in New York, Philadelphia, or Washington, DC. Students may propose a trip further afield, but such a request must be well-justified.

To be considered, a student must have compiled a strong record in departmental work. The application requires a detailed research plan and budget and a letter of support from the faculty member teaching the student’s junior seminar. Award recipients will receive a cash grant of up to $500. Students apply through the SAFE website.
Please consult the department IT Service Catalog to learn about the many IT services offered in the department as well as on campus. You may browse items via an alphabetical table of contents or from a matrix of common support needs as seen in the table below. The IT Service Catalog is also available online under the Resources section of the department website.

<table>
<thead>
<tr>
<th>Administrative Business</th>
<th>Teaching</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>(University) Business Applications</td>
<td>Blackboard</td>
<td>Data/File Management Database Resources</td>
</tr>
<tr>
<td>Data Analytics-Surveys</td>
<td>Classroom Technology</td>
<td>Digital Humanities Consulting</td>
</tr>
<tr>
<td>Department Intranet-SharePoint</td>
<td>Classroom Audio/Video Capture</td>
<td>GIS/Mapping/Visualization</td>
</tr>
<tr>
<td>Equipment Purchases</td>
<td>Course Websites (outside of Blackboard)</td>
<td>High Performance Computing Resources</td>
</tr>
<tr>
<td>Funded Computers</td>
<td>Image/Video Repositories</td>
<td>Research Software &amp; Licensing</td>
</tr>
<tr>
<td>Printing</td>
<td>Printing</td>
<td>Virtual Server Resources</td>
</tr>
<tr>
<td>Scanning</td>
<td>Scanning</td>
<td>Visitor Support</td>
</tr>
<tr>
<td>Visitor Support/New Hires</td>
<td>Google Drive/Docs/Sites</td>
<td>Application Development</td>
</tr>
<tr>
<td>Website - Department</td>
<td>Classroom Loaner Devices</td>
<td>Travel Loaner Devices</td>
</tr>
<tr>
<td>Communication Collaboration</td>
<td>Event Needs</td>
<td>General IT Support</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Email</td>
<td>Audio/Video Capture</td>
<td>Accounts &amp; Access/ Password Mgt</td>
</tr>
<tr>
<td>Calendaring</td>
<td>Video Conferencing Technology</td>
<td>Consultation Training/Outreach</td>
</tr>
<tr>
<td>Google Drive/Docs/Sites</td>
<td>Presentation Technology</td>
<td>Device Support Surplussing</td>
</tr>
<tr>
<td>Intranet-SharePoint</td>
<td>Printing Needs</td>
<td>IT Security/Policies</td>
</tr>
<tr>
<td>Phones</td>
<td>Websites</td>
<td>Technology/Research Lab</td>
</tr>
<tr>
<td>Website-Department</td>
<td>Visitor Support</td>
<td>Lost or Stolen Equipment</td>
</tr>
</tbody>
</table>
# IX. CALENDARS

## A. Key Dates - Undergraduate

### Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 13</td>
<td>Fall term classes begin</td>
</tr>
<tr>
<td>September 13-26</td>
<td>Add/drop period</td>
</tr>
<tr>
<td>September 22</td>
<td>Thesis adviser assignments confirmed</td>
</tr>
<tr>
<td>September 29</td>
<td>Deadline for seniors to contact thesis advisers (Friday)</td>
</tr>
<tr>
<td>October 23-27</td>
<td>Midterm week (only 100/200 level courses submit grades)</td>
</tr>
<tr>
<td>October 31</td>
<td>Senior thesis funding proposals due online (Class of 2018)</td>
</tr>
<tr>
<td>November 1-5</td>
<td>Recommenders evaluate proposals online</td>
</tr>
<tr>
<td>December 6-15</td>
<td>Spring term course selection period</td>
</tr>
<tr>
<td>January 8-16</td>
<td>Reading period</td>
</tr>
<tr>
<td>January 9</td>
<td>JPs submitted electronically by 5 p.m. (Tuesday)</td>
</tr>
<tr>
<td>January 12</td>
<td>Seniors submit partial first draft to advisers (Friday)</td>
</tr>
<tr>
<td>January 16</td>
<td>Dean’s Date</td>
</tr>
<tr>
<td>January 17-27</td>
<td>Exam period</td>
</tr>
<tr>
<td>January 19</td>
<td>Advisers return corrected thesis drafts (Friday)</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31</td>
<td>Spring JP assignments confirmed</td>
</tr>
<tr>
<td>February 5</td>
<td>SPRING term classes begin</td>
</tr>
<tr>
<td>February 5-16</td>
<td>Add/drop period</td>
</tr>
<tr>
<td>February 12</td>
<td>Juniors must meet with adviser by this date (Monday)</td>
</tr>
<tr>
<td>March 12-16</td>
<td>Midterm week (only 100/200 level courses submit grades)</td>
</tr>
<tr>
<td>March 21</td>
<td>Senior thesis funding proposals due online (Class of 2019)</td>
</tr>
<tr>
<td>March 22-26</td>
<td>Recommenders evaluate proposals online</td>
</tr>
<tr>
<td>March 26</td>
<td>Completed first draft to thesis adviser (Monday)</td>
</tr>
<tr>
<td>April 2</td>
<td>Advisers return corrected drafts to seniors (Monday)</td>
</tr>
<tr>
<td>April 10</td>
<td>Juniors submit partial first draft to advisers (Tuesday)</td>
</tr>
<tr>
<td>April 10</td>
<td>Senior thesis due by 3 p.m. (Tuesday)</td>
</tr>
<tr>
<td>April 17</td>
<td>Corrected drafts returned to juniors (Tuesday)</td>
</tr>
<tr>
<td>April 23-May 2</td>
<td>Fall term course selection period</td>
</tr>
<tr>
<td>April 24</td>
<td>Thesis grades and comments due</td>
</tr>
<tr>
<td>April 27</td>
<td>Consulted thesis grades due</td>
</tr>
<tr>
<td>April 27</td>
<td>Thesis prize nominations due</td>
</tr>
<tr>
<td>May 7-15</td>
<td>Reading period</td>
</tr>
<tr>
<td>May 8</td>
<td>JPs submitted electronically by 5 p.m. (Tuesday)</td>
</tr>
<tr>
<td>May 15</td>
<td>Dean’s Date</td>
</tr>
<tr>
<td>May 16-26</td>
<td>Exam period</td>
</tr>
</tbody>
</table>
May 22  Faculty grade comprehensive exams
May 23  Comprehensive grades due by 3 p.m.
June 4  Class Day

## B. Key Dates - Graduate

### Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6-9</td>
<td>International student orientation</td>
</tr>
<tr>
<td>September 7-8</td>
<td>AI training workshops</td>
</tr>
<tr>
<td>September 10-11</td>
<td>Graduate School orientation</td>
</tr>
<tr>
<td>September 12</td>
<td>History orientation breakfast for new students</td>
</tr>
<tr>
<td>September 14</td>
<td>Fall graduate picnic</td>
</tr>
<tr>
<td>October 16-20</td>
<td>Fall language examinations</td>
</tr>
<tr>
<td>December 1</td>
<td>Prospectus approval forms due</td>
</tr>
<tr>
<td>December 1</td>
<td>History graduate application deadline</td>
</tr>
<tr>
<td>December 15</td>
<td>History of Science graduate application deadline</td>
</tr>
<tr>
<td>January 16</td>
<td>Fall term coursework due</td>
</tr>
<tr>
<td>January 26</td>
<td>Fall grades and evaluation forms due</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15</td>
<td>Summer graduate funding proposals due</td>
</tr>
<tr>
<td>February TBA</td>
<td>Admission decisions announced</td>
</tr>
<tr>
<td>February 26-March 2</td>
<td>Spring language examinations</td>
</tr>
<tr>
<td>March 26-27</td>
<td>Hosting Visit</td>
</tr>
<tr>
<td>April 2</td>
<td>Second-year research paper certification forms due</td>
</tr>
<tr>
<td>April 1</td>
<td>Reenrollment begins</td>
</tr>
<tr>
<td>April 15</td>
<td>Enrollment decision deadline</td>
</tr>
<tr>
<td>May 7-11</td>
<td>Written general examinations</td>
</tr>
<tr>
<td>May 14-18</td>
<td>Oral general examinations</td>
</tr>
<tr>
<td>May 15</td>
<td>Spring term coursework due</td>
</tr>
<tr>
<td>May 25</td>
<td>Spring grades and evaluation forms due</td>
</tr>
<tr>
<td>May 30-31</td>
<td>Responsible Conduct in Research Seminar</td>
</tr>
<tr>
<td>June 5</td>
<td>Spring term coursework due for students taking generals</td>
</tr>
</tbody>
</table>

### Summer

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June TBA</td>
<td>Prospectus Seminar</td>
</tr>
<tr>
<td>June 15</td>
<td>First-year research paper certification forms due</td>
</tr>
<tr>
<td>June 15</td>
<td>Spring term grades and evaluation forms due</td>
</tr>
<tr>
<td>August 15</td>
<td>Academic year graduate funding proposals due</td>
</tr>
</tbody>
</table>
C. University Academic Calendars

The university operates on the Cambridge academic calendar system, which includes a 13-week fall and spring semester, reading periods, exam periods, and break weeks. The calendars are set through the University’s Registrar’s Office. Visit the links below to view the official university academic calendars.

Fall 2017 University Calendar
Spring 2016 University Calendar
2017-21 Academic Calendar Listing
X. DIRECTORY

A. Officers and Committee Members: 2017-2018

Officers

Chair: Keith Wailoo
Associate Chair: Molly Greene
Acting Associate Chair: Janet Y. Chen
Director of Graduate Studies – History: John F. Haldon
Director of Graduate Studies – Program in History of Science: Erika Milam
Graduate Financial Aid/Placement: Kevin M. Kruse
Departmental Representative: Margot Canaday
Extramural Study Officer: Eleanor Hubbard
Search Officer: Molly Greene
Director of the Shelby Cullom Davis Center: Angela N. H. Creager

Committees

Planning Committee
Keith Wailoo, ex officio, chair
Angela N. H. Creager, ex officio
Molly Greene, ex officio
Joshua Guild
John F. Haldon, ex officio
Erika Lorraine Milam, ex officio
Max Weiss

Finance Committee
Keith Wailoo, ex officio, chair
Margot Canaday, ex officio
Angela N. H. Creager, ex officio
John F. Haldon, ex officio
Hendrik A. Hartog
Kevin M. Kruse, ex officio
Erika Lorraine Milam, ex officio
Natasha Wheatley
Peter Wirzbicki

Undergraduate Program Committee
Margot Canaday, ex officio, chair
Molly Greene, ex officio
Emmanuel Kreike
Jennifer Rampling  
Keith Wailoo, ex officio

**Externally Funded Visiting Researchers, Scholars, and Post-Docs Committee**  
Ekaterina Pravilova, chair  
Yaacob Dweck  
Helmut Reimitz

**Graduate Admissions/Program Committee**  
John F. Haldon, ex officio, chair  
Yaacob Dweck  
Katja Guenther  
Hendrik A. Hartog  
Alison Isenberg  
Emmanuel Kreike  
Helmut Reimitz  
Marni Sandweiss  
Emily Thompson

**History of Science Program Seminar**  
Jennifer Rampling (Fall 2016)  
Katja Guenther (Spring 2017)

**History of Science Colloquium**  
Jennifer Rampling (Fall)  
Katja Guenther (Spring)

History of Science Workshop  
Erika Lorraine Milam  
History of Science Undergraduate Adviser  
Katja Guenther

**Davis Center Executive Committee**  
Angela N. H. Creager, Director  
Beth Lew-Williams, Executive Secretary  
Keith Wailoo, ex officio  
Jeremy Adelman (2019)  
David A. Bell (2020)  
Molly Greene (2020)  
Regina Kunzel (2018)  
Michael F. Laffan (2018)  
Federico Marcon (2020)

**Center for Collaborative History**  
David A. Bell, Director  
Margot Canaday, ex officio  
Angela N. H. Creager, ex officio  
Janet Chen
John F. Haldon, ex officio
Teresa Shawcross
Keith Wailoo, ex officio

**IT Advisory Committee**
John F. Haldon, chair
Vera Candiani
Helmut Reimitz
Consultant: Carla Zimowsk

**Search Committees:**

**American Revolutionary Era**
Sean Wilentz, chair
Eleanor Hubbard
Kevin M. Kruse

**Modern Continental Europe**
Stephen Kotkin, chair
Harold James
Jennifer Rampling

**B. Advisory Council Members**

**Advisory Council Members: 2017-18**

1. Professor Thomas Bender, emeritus
2. Dan Berkovitz (’78)
3. Albert J. Beveridge III (’57)
5. Professor Susanna Elm, University of California, Berkeley
6. Vanessa Friedman (’89)
7. Miles R. Gilburne (’72)
8. Professor Carla Hesse (GS ’86), University of California, Berkeley
9. John K. Hurley (’86)
10. Professor Dina Rizk Khoury, The George Washington University
11. Sidney Lapidus (’59)
12. (John) André LeDuc, Esq. (’75)
13. Professor Barbara D. Metcalf, emerita
14. Ronald K. Perkowski (’77)
15. Robert W. Ray (’82)
16. Professor Rebecca J. Scott (GS ’82), University of Michigan
17. Richard W. Thaler, Jr. ('73)
18. Professor Richard White, Stanford University
C. Glossary of Services (A-Z)

A
Admissions & reenrollment of graduate students - Kristy Novak
Advisers, junior and senior - Etta Recke
Appointments for programs - Judith Hanson
Appointments with the chair - Judith Hanson
Archimedes - Kristy Novak and Jackie Wasneski

B
Bibliography, two-year – Brooke Fitzgerald
Blackboard & TigerHub (Undergraduate) - Etta Recke and Judie Miller
Blackboard & TigerHub (Graduate) - Kristy Novak
Books, courses - Pamela Long
Building maintenance, repairs, and service needs – Front Desk
Business cards - Debora Macy

C
Calendar & posting of events to website - Jennifer Loessy
Cognate courses - Etta Recke
Center for Collaborative History - Jennifer Loessy
Comprehensive examinations, procuring questions - Judie Miller
Competitive fellowship nominations - Kristy Novak
Conference funding for graduate students - Kristy Novak
Concur (faculty) – Debora Macy
Concur (graduate students) – Kristy Novak
Confidential matters relating to faculty - Judith Hanson
Coordination with other offices - Judith Hanson
Copy machine codes – Debora Macy
Course information, online - Judie Miller
Curricula vitae - Brooke Fitzgerald
Classroom Technology – IT Support Services

D
Data projection needs (Dickinson classrooms only) - Front Desk (NOTE: until filled, please see your supporting staff member)
Davis Center, Shelby Cullom - Jennifer Goldman
Deadlines for graduate students - Kristy Novak
Department Directory - Kelly Lin-Kremer
Desk copies for all courses - Pamela Long
Digital history research needs - IT Support Services
Dissertation defense paperwork - Jackie Wasneski

E
Early arriving graduate students - Kristy Novak
Editing of text, articles, book chapter – Brooke Fitzgerald
E-mail quota increases - Judith Hanson
Emergency contact information - Judith Hanson
Employment verification - Debora Macy
Enrollment verification letters for graduate students - Kristy Novak
Event planning support – Jennifer Loessy
Examination schedules - Judie Miller
Exchange students, graduate - Kristy Novak

F
Faculty meetings, scheduling of regular and special - Judith Hanson
Faculty salary review documents (via SharePoint) - Brooke Fitzgerald
Faxing problems & questions – Judie Miller
Fellowship nominations, graduate - Kristy Novak
Firestone study room carrels - Kristy Novak
Fleet Fellows - Kristy Novak
French translations – Brooke Fitzgerald
Funding for graduate students - Kristy Novak

G
General examinations - Kristy Novak
Grading: undergraduate departmental practices, all aspects of grading - Etta Recke
Graduate courses, preparation and grading - Kristy Novak
Graduate forms for faculty signatures - Kristy Novak
Graduate guidelines, policies, rules, & regulations - Kristy Novak
Graduate History Association - Kristy Novak
Graduate language exams and general exams - Kristy Novak
Graduate research funds - Kristy Novak
Graduate school information - Kristy Novak
Graduate student roster - Kristy Novak
Graduate students’ dossiers - Jackie Wasneski

H
History of Science events, workshops, and colloquia - Jackie Wasneski
History of Science Certificate - Jackie Wasneski
Honorary nominations - Kristy Novak
Hosting Visit - Kristy Novak and Jackie Wasneski

I
Information for undergraduate majors – Etta Recke
IT Support Services - Carla Zimowsk and Max Siles

J
Junior and senior advisers - Etta Recke
Junior Seminars (pre-assignment stage) - Etta Recke

K
Keys to offices – Judie Miller
Keys to Dickinson Hall for graduate students - Kristy Novak

L
Language proficiency examinations for graduate students - Kristy Novak
Laptop reservations (Dickinson classrooms only) - Front Desk (NOTE: until filled, please see your supporting staff member)
Leave arrangements - Judith Hanson
Lunches, faculty and preceptors’ - Debora Macy

M
Mailing and shipping (DHL, FedEx, UPS, USPS) – Pamela Long
Media equipment needs (Dickinson classrooms only) - Front Desk (NOTE: until filled, please see your supporting staff member)
Mentoring lunches – Debora Macy
Microfilm research - Brooke Fitzgerald

O
Office assignments - Judith Hanson
Office hours - Pamela Long
Office supplies - Debora Macy

P
Packets - Pamela Long
Photocopying - Pamela Long
“Pink Sheets” - Brooke Fitzgerald
PowerPoint presentation assistance - Brooke Fitzgerald
Precept - Judie Miller
Precepting assignments - Judith Hanson
Preceptors’ office assignments – Pamela Long
Procter Fellows - Kristy Novak
Prospectus approvals - Kristy Novak
Prime – Debora Macy
Public Safety (Security) - 258-1000
Purchasing - Debora Macy

R
Reading courses, graduate - Kristy Novak
Reenrollment of graduate students - Kristy Novak
Research funds - UCR/departmental - Debora Macy
Research material location - Brooke Fitzgerald
Research paper certifications, graduate - Kristy Novak
Reserve books for graduate and undergraduate courses - Pamela Long
Responsible Conduct in Research Seminar - Kristy Novak
Rooms 207, 210, 211, & 230 Dickinson scheduling, graduate classes - Kristy Novak
Rooms 207, 210, 211, & 230 Dickinson scheduling, undergraduate classes – Judie Miller
Rooms 207, 210, 211, & 230 Dickinson scheduling, special events – Jennifer Loessy

S
SAFE, graduate - Kristy Novak
SAFE, undergraduate - Etta Recke
Scanning of images, slides and documents - Brooke Fitzgerald
Scanning materials for upload to Blackboard for e-course packets - Brooke Fitzgerald
SCORE (now TigerHub)
Searches, faculty - Pamela Long
Security (Public Safety) - 258-1000
Senior and junior advisers - Etta Recke
Senior comprehensive exam scheduling – Judie Miller
Senior theses, reading, grading - Etta Recke
Shelby Cullom Davis Center - Jennifer Goldman
Shipping and mailing - Pamela Long
Snow and extreme-weather days - 258-7669
Social Security Number request letters for graduate students - Kristy Novak
Special department functions - Judith Hanson
Student intern work schedule – Front Desk
Student employment - Debora Macy
Summer language program for graduate students - Kristy Novak
Summer salary arrangements - Judith Hanson
Supplies, office - Debora Macy
Syllabi, graduate - Kristy Novak
Syllabi, undergraduate - Judie Miller

T
Teaching schedule - Associate Chair
Teaching times – Department Representative & Associate Chair
Technical support - Carla Zimowsk, Max Siles
Telephone lists – Front Desk
Telephones - Debora Macy
Time collection (Center for Collaborative History) - Jennifer Loessy
Time collection (Davis Center) - Jennifer Goldman
Time collection (Dept. of History) - Debora Macy
Time collection (Global History Lab) - Jennifer Loessy
TigerHub, graduate - Kristy Novak
TigerHub, undergraduate - Etta Recke
Track sheets - Etta Recke
Travel policies - Debora Macy

U
UCRHSS, Initial and final submissions - Judith Hanson
UCRHSS, expense questions and reconciliations - Debora Macy
Undergraduate announcement - Etta Recke
Undergraduate program - Etta Recke
University expense policies and procedures - Debora Macy

V
Visa letters for graduate students - Kristy Novak
Visiting research scholars, post Ph.D. - Judith Hanson
Visiting Student Research Collaborators (VSRC) - Kristy Novak
Voicemail - Debora Macy

W
Website, administrator (functionality, permissions, etc.) - Carla Zimowsk
Website, faculty profiles – Brooke Fitzgerald
Website, graduate program - Kristy Novak
Website, graduate student profiles - Kristy Novak
Website, HOS - Jackie Wasneski
Website, news items – Kelly Lin-Kremer, Brooke Fitzgerald, Jennifer Loessy
Website, people profiles (visitors, lecturers, etc.) – Kelly Lin-Kremer
Website, publications – Brooke Fitzgerald
Website, undergraduate - Judie Miller