

American University of Beirut
Office of the President



July 11, 2014

Dear Faculty and Staff,

Please be advised that all legal work and communications with the external law firms retained by AUB have become centralized under the Office of the Chief Operating Officer.

All requests for legal assistance should be addressed to the COO, with a copy to Mary Jaber (mj09@aub.edu.lb) and the Office of Legal Affairs (legalaffairs@aub.edu.lb) .

The Office of the COO or the Office of Legal Affairs will assign an external legal advisor and inform all parties, as appropriate.

In only the most urgent cases, the Office of Legal Affairs may be contacted directly, provided the Office of the COO is copied on the request.

In all cases, the Office of the COO and the Office of Legal Affairs should be copied on all communications and correspondence between AUB staff and personnel and all external legal advisors.

Sincerely,

Peter Dorman
President