

## NEW FACULTY CHECK LIST

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The following check-in list includes various items that should be covered by new faculty members. You may find it useful to check off each item as it is completed.

### ✓ COMPLETE EMPLOYMENT FORMALITIES (College Hall, 3<sup>rd</sup> Floor, Room 340)

- Report to UHS for completion of Health Record
- Sign Letter of Appointment
- Sign HIP Excerpts
- Sign US Citizen / Green Card Holder Declaration
- Sign Conflict of Interest Disclosure Form (refer to policy No. 5 on page 2)
- Sign Information and Computer Resources Acceptable Use Policy
- Sign Code of Business Ethics (Statement of Compliance)
- Sign Review Acknowledgement Form of AUB Policies and Procedures Concerning Sexual and Other Discriminatory Harassment
- Fill out "Ministry of Finance" form
- Fill out "Address and Emergency Contact" form
- Fill out Authorization form to verify degree
- Get acquainted with the Human Resources website (policies, benefits, forms, ...)
- Obtain ID Card (contact ID Center, Ext 2376)
- Open bank account (contact Comptroller's Office, Payroll Section, Ext 3539)
- Make sure you are provided with the W-4 Form for U.S. Citizen or U.S. Green Card Holder (*to be handled through the Payroll Section of the Comptroller's Office, College Hall, 2nd Floor, West Wing, Ext. 2482*)
- Information with respect to Salary payment, Banking, Taxes (Lebanese Income Tax, US Tax, US Tax declaration, FICA – W-2 Form and W-4 Form) can be obtained through the Payroll Section of the Comptroller's Office, College Hall, 2<sup>nd</sup> Floor, West Wing. Mr. Malek Shreim, Ext. 2482
- Request to be reimbursed with Benefits Allowances (if applicable). Relevant documents should be presented to the Dean's Office upon arrival. The refund of the above allowances will be processed through the Comptroller's Office, College Hall, 2<sup>nd</sup> floor, Ext. 2450.
- Complete the formalities of the Work and Residence permit as specified under Labor Government Relations, Procedure for Obtaining Work & Residence Permits on Human Resources -Campus website. (**Provide Human Resources Department (Campus) with eight identical pictures.**)
- If applicable, check with the Procurement and Contracts Administration Department with respect to shipment of household belongings (contact Mr. Bassel Tfaily, Ext 2213)

### ✓ COMPLETE BENEFITS FORMALITIES

- Sign HIP Enrollment Request and Authorization or waiver (Room 349, Mrs. Hanan Hodeib – Ext 2318 or Mr. Fadi Ibrahim-Ext 2328)
- Retirement Programs (Room 345, Ms. Mariam Youssef– Ext 2304)
- Sign Life Insurance Form (Room 340)
- Familiarize yourself with:

[Academic Appointment, Reappointment, Promotion, and Tenure Policy](#)  
[Policies on Benefits and Allowances for Academic Personnel](#)

***HIP enrollment must be finalized within 21 days from date of appointment***

## NEW FACULTY CHECK LIST

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### ✓ UNIVERSITY/ DEPARTMENT/JOB RELATED INFORMATION

- Meet Chairperson, colleagues
- Get informed about office/desk location
- Understand department's structure, mission/vision/goals, website
- Learn about pay rate/ pay days
- Ask about University parking facilities/permits
- Ask about use of University libraries
- Ask about obtaining keys, ordering supplies, using telephone system (extension/directory)
- Activate AUBnet account and other online services (if not already done) by visiting:  
<https://www.aub.edu.lb/it/Pages/default.aspx>

### ✓ FAMILIARIZE YOURSELF WITH THE FOLLOWING AUB POLICIES

1. *Sexual Harassment Policy:*  
<https://aub.policytech.eu/dotNet/documents/?docid=1568&public=true>
2. *Non-Discrimination and Anti-Discriminatory Harassment Policy:*  
<https://aub.policytech.eu/dotNet/documents/?docid=1569&public=true>
3. *Procedures to Address Formal Allegations of Sexual and Other Discriminatory Harassment:* <https://aub.policytech.eu/dotNet/documents/?docid=2030>
4. *Policy and Procedures concerning Consensual Sexual or Romantic Relationships:*  
<https://aub.policytech.eu/dotNet/documents/?docid=1572&public=true>
5. *Conflict of Interest and Disclosure Policy for AUB Employees:* <https://aub.policytech.eu/dotNet/documents/?docid=2071>