

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 (Room 340, Ext. 2322/2324)

- 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 form (*filled out electronically, see pg 2 for instructions*)
- Sign Information and Computer Resources Use Agreement (if applicable)
- 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, Ext 2484)
- Make sure you are provided with the W-4 Form for U.S. Citizen or U.S. Green Card (*to be handled through the Payroll Section of the Comptroller's Office, College Hall, 2nd Floor, West Wing, Ext. 2484*)
- Request to be reimbursed with Benefits Allowances: *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, 2nd floor, Ext. 2450.*
- Complete the formalities of the Work and Residence permits as specified under New Faculty Information Handbook under Policies on Human Resources website. (*Provide Human Resources Department (Campus) with eight identical pictures.*)
- If applicable, check with Campus Procurement department with respect to shipment of household belongings (Contact Mr. Richard Fawaz, Ext 2185)

✓ COMPLETE BENEFITS FORMALITIES

- Sign HIP Enrollment Request and Authorization or waiver (Room 347, Mrs. Hanan Hodeib – Ext 2318)
- Retirement Programs (Room 345, Ms. Hala Bikhazi – Ext 2313)
- Sign Life Insurance Form (Room 340)
- Familiarize yourself with:
 - Policies on Academic Appointment, Promotion, and Tenure
 - Policies on Benefits and Allowances for Academic Personnel

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

✓ 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:

<http://www.aub.edu.lb/it/services/pages/new-faculty.aspx>

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, 2nd Floor, West Wing.

**The Banks in the vicinity of the University with which the University has accounts are listed below
(in alphabetical order):**

Al-Mawarid Bank	Arab Bank	Bank Audi
Bank Med	Bank Misr	Bank of Beirut
Bank of Beirut & Arab Countries (BBAC)	Banque Libano-Francaise	BLC
BLOM Bank	Byblos Bank	Credit Bank
Credit Libanais	Fenecia Bank	Fransabank
Saradar Bank	SGBL	

✓ STEPS TO COMPLETE DUALITY CONFLICT OF INTEREST DISCLOSURE

1. <https://aub.policytech.eu> (type link in search bar as shown here)
2. Log in using your FULL AUB email address: xxx@aub.edu.lb
3. Click Documents (left side), then Search for Conflict of Interest, select “Duality Conflict of Interest Policy”
4. Proceed to read the Conflict of Interest Policy
5. In the top middle part of the screen, you will see a blue button “Options”
6. Click Mark as read, a pop-up will appear stating: There is a questionnaire attached to this
7. Take the Questionnaire and submit