

AMERICAN UNIVERSITY OF BEIRUT

New Faculty Information Handbook

Welcome to the American University of Beirut (AUB)! We hope you will be an active participant in our pursuit of academic excellence and that you will find AUB a fruitful place to pursue your professional and academic career.

This handbook is designed to make your transition to AUB and Lebanon as smooth as possible. You will find detailed information and helpful tips on travel, documentation, communication, campus facilities, housing, and schooling. It is impossible to anticipate every question or concern that might arise. If necessary, your respective dean's office and departmental chairpersons can answer additional questions. In addition, the New Faculty Orientation website <http://website.aub.edu.lb/nfo/Pages/index.aspx> gives you easy access to essential information. It provides links to places and people who can help during the pre and post arrival process as well as during the initial stages of your employment. It also presents information about the New Faculty Orientation sessions which are offered twice a year.

AUB and Lebanon

Ras Beirut, frequently mentioned in the following pages, is the neighborhood in which the University is located. It is a mixed residential and commercial area, and can easily be covered on foot.

MAKE YOUR TRAVEL ARRANGEMENTS EARLY AND BE SURE YOU HAVE ALL THE NECESSARY DOCUMENTS WITH YOU!

Kindly refer to policies on Benefits and Allowances for Academic Personnel for information on the Appointment Travel & Baggage Allowance:

<http://website.aub.edu.lb/hr/policies/Pages/policies.aspx>

For information on Travel Guidelines for new Faculty, including shipping and clearing personal belongings through customs, kindly click on the following:

<http://website.aub.edu.lb/nfo/prearrival/Pages/index.aspx>

New appointees who are citizens of countries other than Lebanon must be granted a “work entry visa” by the Minister of Labor before a ticket is purchased.

Pre-Appointment Medical Examination

The University requires of each candidate before his/her appointment a completed medical examination to be performed by the candidate's private physician and reported

on special AUB forms, which must then be approved by the Director of the University Health Services at AUB before final acceptance is granted.

The University will reimburse up to US \$300 of the cost of the examination (including X-ray and laboratory tests) by presenting the original receipts to the Director of Human Resources Department (Campus) in Beirut.

Please complete this medical exam as early as possible. Your contract cannot be processed before the medical exam results arrive at the Human Resources Department (Campus).

Letter of Appointment

An official letter of appointment will be sent from Beirut after the medical examination report has been approved. Until the letter of appointment has been signed and returned to the Human Resources Department (Campus), AUB cannot be responsible for travel or any other expenses or for premature liquidation of personal affairs, positions, property, etc.

For citizens of countries other than Lebanon, the appointment and its continuation is subject to the granting of the appropriate “Work Visa” by the Lebanese Government.

Bring all the relevant documents with you.

Make absolutely sure you have all the necessary documents with you to help make your arrival smooth and easy.

Passport

Each candidate and each accompanying family member must be in possession of a passport that will remain valid for at least eighteen months after the date of arrival. Note that at present entering Lebanon with an Israeli visa on your passport is illegal according to Lebanese Law.

Work Entry Visa

AUB will provide you, prior to your arrival to Lebanon, with a copy of the “work entry visa”. A visa fee of LL50,000 (US\$33) is currently charged at the airport upon arrival, which will be reimbursed by the University.

Appointees who are citizens of countries other than Lebanon must enter the country on a work entry visa and **not** on a tourist visa. **Entry on a tourist visa will cause considerable difficulties later.**

Please refer to the following link for more information on the work entry visa:
http://website.aub.edu.lb/hr/labor_relations/Documents/work_entry_visa.pdf

Other Useful Documents and Materials

Valid Driver's License - Bring your own driver's license as it may be useful until you can secure a Lebanese license. International driver's license for use in other countries may be obtained in Lebanon, but only an international license secured outside the country is valid in Lebanon.

Passport Photos - Passport photos are always useful for additional visas, renewal of work and residence permits, club memberships, etc. Be sure to bring at least twelve photos with you for various visa and university-related documents. Additional photos may be made at any of the many photography shops located in the Ras Beirut area.

IMPORTANT TIPS TO REMEMBER WHEN MAKING YOUR TRAVEL ARRANGEMENTS

Bring a sufficient amount of cash!

Make sure you bring with you enough money to carry you through to the end of your first month of employment, as you will not be paid until the end of the first month of the contract. Alternatively, local banks have ATM machines that accept bankcards or credit cards.

AUB personnel will arrange to pick you up at the airport!

Send flight and arrival information to the New Faculty Facilitator, at least one week before the travel date.

DOCUMENTS NEEDED IN LEBANON

The Work Permit and the Residence Permit

Following your arrival in Lebanon the Human Resources Department (Campus) will assist you in obtaining your work and residence permits and in renewing them each year. It usually takes around one month to obtain the work permit; an additional fifteen days is necessary for the residence permit. Present all the necessary documents to the Human Resources Department (Campus) to obtain your work and residence permits immediately upon your arrival so that if you want to travel during university holidays, you will be able to do so without delay. This is necessary because you must present your residence permit with your passport at passport control in the airport when leaving and entering Lebanon.

Please refer to the following link for more information on the work and residence permits: http://website.aub.edu.lb/hr/labor_relations/Documents/work_residence_permits.pdf

Documents Needed for Moving around Beirut and the Country

While living in Beirut or traveling throughout Lebanon, be sure to carry with you some kind of identification. Most important are your passport, your Lebanese residence permit, and your AUB ID, but the residence permit is usually sufficient. Be careful not to lose your residence permit since it is extremely cumbersome to obtain a replacement. The ID Center will issue your AUB ID after you sign your contract. You can contact the Human Resources Department (Campus), located at College Hall, 3rd floor, Tel. (+961-1-350000 Ext. 2322/2306), Fax (+961-1-744475).

ACCOMMODATION

AUB will help you with housing!

On- and Off-Campus AUB Apartments

Some housing is available in faculty living quarters on-campus. Housing in buildings not owned by the university (off-campus) can be expensive, in such cases AUB will provide a rental subsidy.

Please refer to the Housing Policy: <http://website.aub.edu.lb/housing/Pages/index.aspx>

Furniture

All apartments are furnished as described in Schedule B of the *Policies on Benefits and Allowances for Academic Personnel* with a basic set of furniture. The furniture allotment includes sofas, armchairs, coffee and end tables, bookcases, desks and beds. All apartments have a refrigerator and a stove, however, washers and dryers are not provided. You will need to bring with you or purchase in Beirut linens, pots, pans, crockery and cutlery. Kitchen appliances and electrical goods are readily available in Beirut.

Water

The water at AUB is not suitable for drinking. AUB recommends using a reputable brand of bottled water.

Electricity

Electricity on the AUB campus and in all campus buildings is 220V, 60Hz. Almost all off campus buildings are supplied with 220-240V. Transformers and voltage stabilizers are readily available in Beirut.

HEALTH AND BENEFITS

Health Services

The University Health Services (UHS) medical staff provide medical care to the AUB appointees and their insured dependents

The UHS, located in Sawwaf Building, is open Monday to Friday from 8:00am to 7:00pm and Saturday from 10:00am to 2:00pm. For more information about appointments, referrals, sick leaves, health certificates and other services you can check: <http://www.aubmc.org.lb/clinical/FM/Pages/main/UHS.aspx>

New members of the university community, particularly those with young children, are invited to acquaint themselves with the UHS staff and facilities after arrival. It is also highly recommended that new members identify their personal physician to follow up on their medical care.

Health Insurance Plan

The University's own insurance plan is available to all faculty and staff. Please refer to the following link: http://website.aub.edu.lb/hr/benefits/Pages/hip_ac.aspx for details of this plan. The comprehensive coverage includes hospital charges, services of doctors (including specialists) and the cost of x-rays and laboratory tests requested by AUB physicians.

Retirement Programs

The University has two retirement plans, *Retirement Program Plan "A" for U.S. Citizen and Resident Alien Employees of the American University of Beirut* and *Retirement Program Plan "B" for Non-U.S. Citizen or Resident Alien Employees of the American University of Beirut*. Please refer to the following link: http://website.aub.edu.lb/hr/benefits/Pages/retirement_plans.aspx

Benefits and Allowances

The necessary information on special benefits and allowances are available on the following link: http://website.aub.edu.lb/HR/BENEFITS/Pages/for_academics.aspx

SALARIES, BANKING, AND TAXES

Salaries

Salaries are paid monthly and are credited to individual or family accounts at any of the banks in the vicinity of the University.

NB: The first salary check will be paid at the end of the first month of employment; therefore, be sure to bring with you sufficient funds to tide you over until the first payment.

Banks

You may open a bank account with the following banks in the vicinity of the campus (*listed in alphabetical order*):

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

Savings and current accounts can be opened easily in either Lebanese pounds or any other currency. Banking hours are 8:30 a.m. until 1:30 p.m. Monday through Friday and 8:30 a.m. until 12 noon on Saturdays. Your salary will be transferred directly at the end of each month to any bank of your choice in the vicinity of the University.

Currency

The national currency of Lebanon, the Lebanese pound, also called the lira, is freely convertible and transferable. Common notes are LL 1,000, 5,000, 10,000, 20,000, 50,000, and 100,000. Coins are in amounts of LL 250, and 500. U.S. dollars are also readily accepted in Beirut, although not on campus. For current exchange rate, please follow this link:

<http://website.aub.edu.lb/comptroller/Documents/docs/YEARLYEXCHANGERATE.xls>

Lebanese Income Tax

Lebanese and non-Lebanese personnel are subject to Lebanese income tax, a withholding tax which was calculated, as of August 1, 1999 as follows, based on net earnings:

Percentage	Net Monthly Earnings, LL	\$ Equivalent
2% on first	500,000.00	331.56
4% on next	750,000.00	497.35
7% on next	1,250,000.00	828.91
11% on next	2,500,000.00	1,657.83
15% on next	5,000,000.00	3,315.65
20% on balance		

The net earnings are earnings after specific exemptions related to family status. Please refer to the Comptroller's Office, Payroll section for details.

HIP and Social Security payments for United States citizens and green card holders are also exempt.

COMMUNICATION ON CAMPUS

Language

English is the official language of instruction at AUB. Although Arabic is the official language of the country, many Lebanese are fluent in English and French as well.

COMPUTING FACILITY

E-Mail

If you wish to set up your AUB e-mail account before your arrival to campus, ask the appropriate dean's office to request an AUBnet account for you.

To activate your AUBnet and other computing accounts please connect (from any Internet connected browser) to the following URL:

<http://website.aub.edu.lb/it/services/Pages/new-faculty.aspx>

Please note that your AUBnet account is your key to most AUB computing services including the activation of other accounts and that you should start by the activation of that account by clicking on <Activate your AUB account/email>.

You will be guided via the "Code of Conduct for Users of Computing Systems and Internet Services" policies and asked to read and accept the policies. After agreeing to the terms and conditions you will be guided to the "Staff Account Activation" page.

Please enter your Faculty/Staff ID Number and Birth Date.

Choose your password and re-enter the same password to confirm your choice.

Your account will be activated within 10 minutes and your AUBnet username and account status and details will be displayed immediately.

You can immediately start using AUBnet services and access your email by clicking on <**Webmail**> from the AUB home page "Useful Tools," then click on Microsoft Outlook 365

For a detailed list of computing services available to you please visit the faculty computing services page:

<http://website.aub.edu.lb/it/serviceCatalog/Pages/index.aspx>

For further AUBnet details and assistance please feel free to contact IT HELP DESK:

Phone: +961-1-350000 Ext. 2260, Email: it.helpdesk@aub.edu.lb

Mail

The University post office located in the basement of Ada Dodge Hall handles local campus mail and mail for the Lebanese postal service. Please feel free to contact Post Office by email at: postoffice@aub.edu.lb

Overseas Telephone Calls

Overseas telephone calls may be made through the AUB operator. Charges are deducted from the individual's account. Such calls may also be made through city operators.

EDUCATION FOR CHILDREN

You are responsible for enrolling your children in a local school. Below is a sample list of schools. Please apply as early as possible to the listed schools or to others of your choice so that you can secure a place for your children. Kindly note that places are usually limited and the demand is high on schools within the AUB vicinity. Moreover, most schools may fill their classes before the end of the summer, so it is advisable to contact them as soon as you start planning to come to Lebanon.

Be sure you bring full documentation, including school transcripts and enrollment certificates for each of your children.

The American Community School: Now, as in the past, most native English speaking and many other AUB families send their children to the American Community School, conveniently located adjacent to the AUB campus. ACS offers a standard American program from kindergarten through twelfth grade, the Lebanese baccalaureate, the international baccalaureate. Application forms may be obtained by writing directly to the American Community School, P.O. Box 8129, Beirut, Lebanon (Tel. 01-374370 or AUB Ext. 7890-3) or contacting ACS's admission Office to check for availabilities at: +961-1-374370 Ext. 3600-3603. Admission requirements are available on ACS's website: www.acs.edu.lb

International College: IC, adjoining AUB consists of pre-school, elementary, middle, and secondary schools, offering two main programs: English/Arabic and French/Arabic. Students following the Lebanese Baccalaureate Program must take the complete Arabic curriculum. In addition, IC offers a high school program. For information on admissions, applications, or entrance requirements, please contact the following:

Grades 1-12, (CP-Terminale) including all elementary, middle and secondary schools, contact the IC's Admissions Office at +961-1-360754 or sgerges@ic.edu.lb

Pre-School, including grades Nursery (Petite Section), Kindergarten One (Moyenne Section), and Kindergarten Two (Grand Section) contact the pre-school Director's office at either the Ras Beirut or Ain Aar location, whichever campus you are interested in. Ras Beirut: +961-1-360837 Ext 111 or kzaouk@ic.edu.lb / Ain Aar: +961-4-911246 Ext 515 or [ymaroun@ic.edu.lb](mailto:yमारoun@ic.edu.lb)

Collège Protestant: This French school, long established and well respected, is located in Ras Beirut, and has programs from kindergarten through the baccalaureate level. Details on admissions can be found at the following link: <http://www.cpf.edu.lb/info-pratiques/inscriptions-ps-rentree/>

Collège Louise Wegmann: A French-language school with a strong reputation, Louise Wegmann also offers programs from kindergarten through the baccalaureate level. The school, with branches in Beirut and outside the city, may be reached by:

- **Site de Bchémoun**

Ph: 05-802858 | 05-801643 | 05-802003 | 03-383059

- **Site de Jouret-el-Ballout [Joura]**
Ph: 04-808100 | 04-808101 | 04-807101 | 04-807102
- **Site de Beyrouth | Badaro, Rue du Musée**
Ph: 01-385281/2/3/4 | 03-184040

Details of Admissions can also be found at the school's website:
<http://www.clw.edu.lb/%C3%A9tablissement/inscriptions.aspx>

The German School: Conveniently located in Ras Beirut, the German School offers two programs: German/Arabic and the German *Abitur* program. Applications from children who already speak German or who enter before the first elementary class are only considered. For information on Admissions, email the Admissions Office: admissions@dsb.edu.lb

Nursery Programs: To inquire about which of the above schools have a nursery program, please contact the schools directly. There are a number of other nurseries and daycares in the vicinity of the University.