

## Setting the Stage: Our History & Mission

Fall 2025-2026 Faculty Orientation & Kick-Off

Welcome to the
AUB Mediterraneo
Faculty Orientation
2025–26



THE AMERICAN UNIVERSITY
OF BEIRUT

WHO ARE WE?





## EARLY YEARS....

1863–the Syrian Protestant College (SPC) is Chartered in NY

1866–the SPC welcomes its Inaugural Class

1870–First Graduating Class: 5 Students

**1873**–Lee Observatory First in the Region









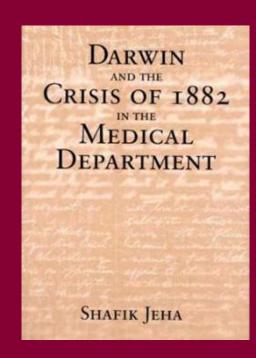
1891 – The Chapel (now called Assembly Hall is completed

**1905**–School of Nursing

**1908**–AUB Graduates first Female Students (1925 non-Nursing) **Harvard Graduated first Female Student in 1948** 

**1882**– Professor Edwin Lewis mentioned Charles Darwin in the course of a commencement address, there were drastic ramifications, including faculty resignations, student suspensions, the first student protest in the Arab World

1920–The Name is Changed from Syrian Protestant
College to American University of Beirut and all
religious contexts removed in favor of Secular
Education (e.g. the Chapel is renamed Assembly
Hall...)



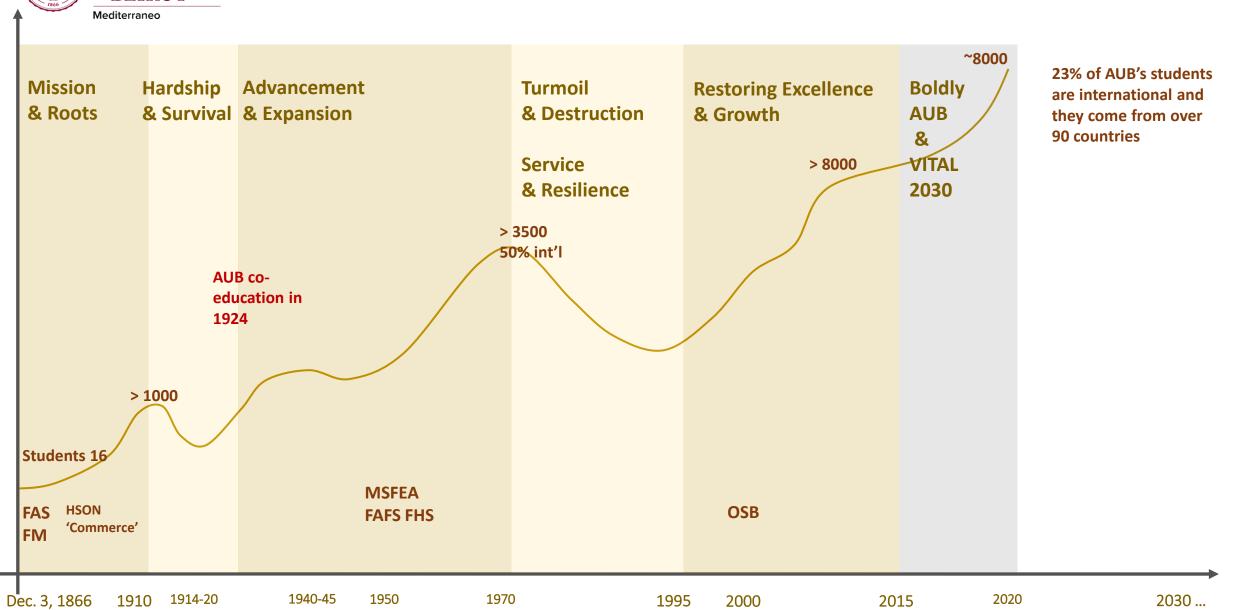




1945 – The Charter of the United Nations was signed. It involved representatives from 50 nations, including 19 delegates from one of Lebanon's most prestigious educational institutions, the American University of Beirut (AUB).

"there were more graduates of the American University of Beirut at the establishment of the United Nations than from any other institution."





# TODAY....



# THE AMERICAN UNIVERSITY **OF BEIRUT**

Since 1866... **History in Logos** 



# **AMERICAN** UNIVERSITY

**OFBEIRUT** 









1913















1961













1973





2001



2011







American University of Beirut

380 MADISON AVENUE, NEW YORK, N.Y. 1001





1970s 2022

#### **AUB Mediterraneo At A Glance**

#### **Founded**

- Established 2023 in Pafos, Cyprus
- AUB's first campus outside Lebanon

#### **Global Connections**

- Part of AUB's global expansion vision
- Erasmus+ partnerships and international exchange opportunities
- Backed by AUB's 150+ year legacy, networks, and reputation

#### **Accreditation & Registration**

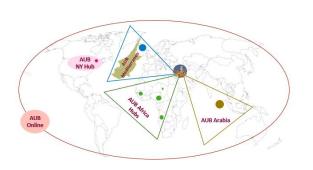
- Licensed by Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA)
- Programs soon to be registered with New York State Education Department (NYSED)
- Linked to AUB accreditation by MSCHE

#### Scale & Reach (Year 3)

- ~250 students from Cyprus, Europe, MENA, and beyond (25+ nationalities)
- Two graduate & six undergraduate programs
- 30+ full- and part-time faculty members



#### Highlights From Our First Years



**Global AUB** vision approved by AUB Board of Trustees



66

PLEASED TO ANNOUNCE THE APPOINTMENT OF 3 DISTINGUISHED AUB PROFESSORS WHO WILL SERVE AS DEANS OF THE THREE FACULTIES AT OUR TWIN CAMPUS IN CYPRUS, AUB MEDITERRANEO.

FADLO R. KHURI, MD
President of the American University of Beirut



Accredited by CYQAA; **Deans** selected







First degrees signed; opening ceremony of new campus buildings



Faculty and staff expansion; community outreach; NYSED accreditation process

**June 2020** 

Mar – Sep 2022

Apr - May 2023

Aug - Sep 2023

Aug - Sep 2024

Oct 2024 – Apr 2025

**Apr 2025 – Now** 

**MSCHE** applications; agreement with **Pafos Municipality**; launch of construction bid





First cohort of students welcomed to AUB

Mediterraneo





**New program** applications; signed **MOUs**; research grants











**Original Site Conditions of plot 71** 



**Approved Master Plan** 





# Construction started on Wednesday September 28, 2022 by ATLAS PANTOU – MAN JOINT VENTURE







## **Progress in Construction**



## **Foundation Stone Ceremony**

















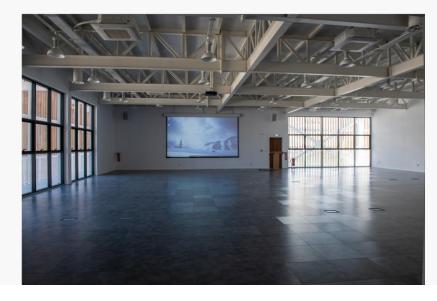


#### **Pafos Innovation Center**















# COMMENCEMENT OF OPERATION

Opening Ceremony September 6 2023



















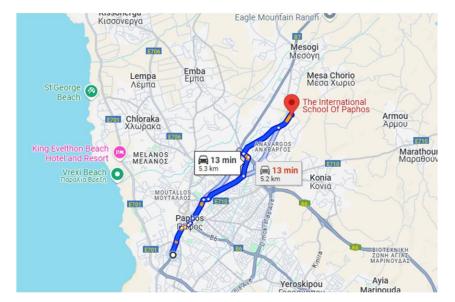


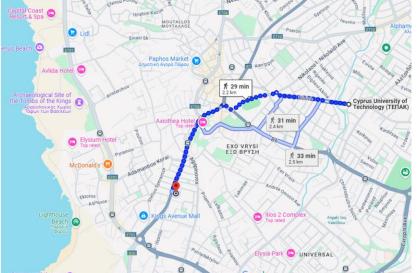
#### Three current locations

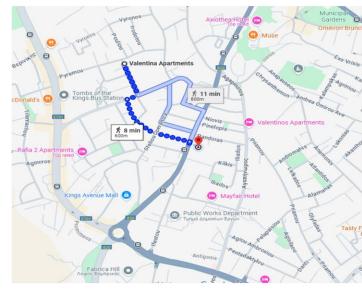






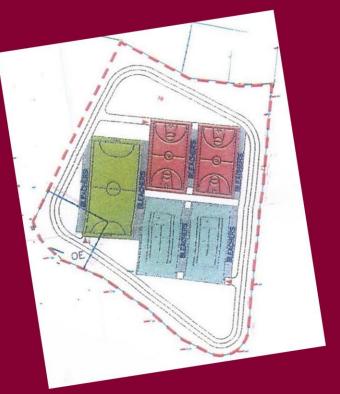








# Sports Facility & Extension Plot



#### **Looking Ahead: Year 3 and Beyond**

- ✓ Growing Our Academic Community → new student cohorts, expanding programs, strong faculty mentorship
- ✓ Deepening Student Experience → more advising, research opportunities, and student support initiatives
- ✓ Strengthening Global Engagement → Erasmus+ partnerships, exchanges, and international collaborations
- ✓ Building Industry & Community Links → internships, applied projects, and regional partnerships
- ✓ **Shaping Our Campus Culture Together** → inclusive, student-centered, mission-driven environment



#### **New Programs Timeline (Tentative)**

**Joint** 

**FoB** 

**FAS** 

**FEng** 

**MSBA** 

BBA - Manag't

BS CS

**BS** Psych

BA PPE

**BS INDE** 

MS ENG Manag't

BS Civil Engineering & Sustainable Design

**BA Global Studies** and Liberal Arts

BS Computer Science & Engineering (FAS/FEA)

BBA-Digital Marketing BS Mechanical Engineering Energy & Robotics

BA/BS Social Dev./Env. Science (FAS/FEA/FoB)

BBA-Finance

MS Marketing Analytics

BBA Management Analytics

MS Financial Engineering and Technology MS Computer Science & Engineering (FAS/FEA)

> MS Psychology

BA Digital Media Studies

2023 > 2024 > 2025 > 2026 > 2027 > 2028

American University of Beirut – Mediterraneo

#### **MISSION**

AUB Mediterraneo is a twin campus of the American University of Beirut in Lebanon, bringing over 150 years of educational excellence to Europe.

It prepares **critical thinkers**, **global leaders**, **innovators**, and **responsible global citizens** through a liberal arts model, cutting-edge research, experiential learning, and community engagement.

The campus fosters **freedom of thought**, **tolerance**, and **respect for diversity**, and serves as a hub for **collaborative research** and **intercultural exchange**.

#### **VISION**

A hub of knowledge exchange and creation, advancing **social**, **environmental**, and **technological progress** through pioneering education, research, and community service.





#### What Makes AUB Mediterraneo Unique?



American Liberal Arts Tradition



**Student-Centered Learning** 



Regional & Global Relevance



Professional Preparation & Global Exposure



What kind of campus culture do we want to build together?







thinking



Thank you!



## **Staff Presentations & Q&A**

Fall 2025–2026 Faculty Orientation & Kick-Off



## Agenda

- Office of the Registrar Rami Kassem & Dimitra Laoura Melkonidou
- Academics Elizabeth Sweetman
- Facilities Michalis Hadjiarapis
- IT Olaf Machul & Themis Sivitanides
- Student Affairs Simone Tourkomenis-Kollias
- University Outreach Maria Kamenias
- Global Engagement Natalie Atallah
- Communications Ghina Ramadan
- Administration Evdokia Petropoulou
- Accessibility Nefeli Sfetsios
- Counseling Photini Panayiotou
- Grants Monica Tsartsali
- HR/Payroll Elena Eleftheriou



## Office of the Registrar

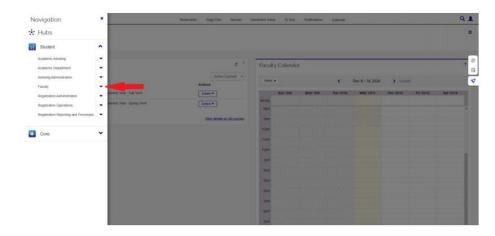
- Academic Calendar
- Student records
- Student registration
- Attendance
- Room allocation and booking
- Scheduling
- Grading
- Faculty portal (J1) and support

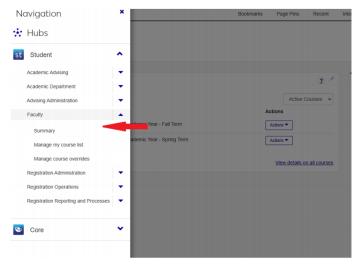
https://aubmed.ac.cy/Pages/Office-of-the-Registrar.aspx



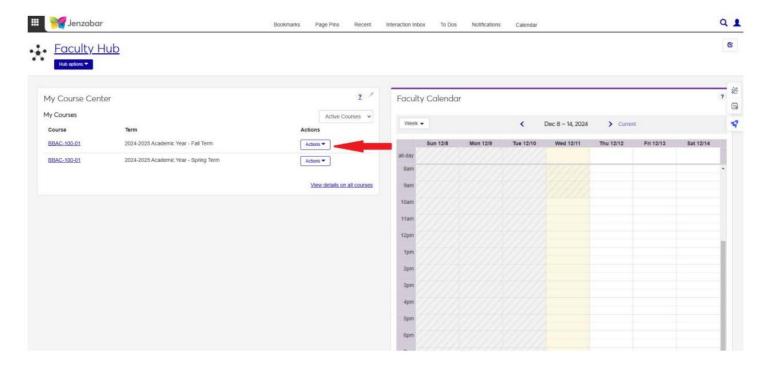


## Office of the Registrar



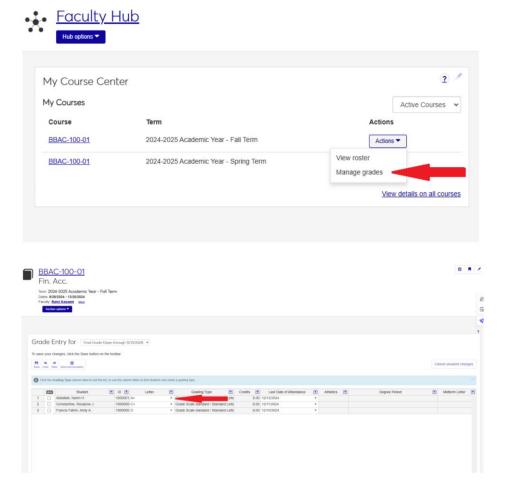


#### **Entering & Submitting Final Grades**





## Office of the Registrar





#### **Academics**

- ✓ Course documentation syllabi, course portfolios, policy alignment, website, Study Guide/Catalogue, sample study plans
- ✓ Faculty support recruitment, resources, guidance, orientation, academic policies
- ✓ Course changes & proposals revisions, new course process
- ✓ Accreditation visits, materials, new programs, compliance
- ✓ Feedback & evaluations early-term and end-of-term Instructor Course Evaluations (ICE)
- ✓ Transfers course equivalencies for transfer students

If you're not sure whom to ask on academic matters, start with me, and I'll have an answer or point you in the right direction.













#### **Facilities**

- Who we are: Michalis Hadjiarapis and Raphael Savva.
- What we do: Maintenance, Custodial, Safety and Sustainability, Groundskeeping, Renovations.
- Why it matters: We keep the Campus running so you can focus on teaching and innovating in a healthy and safe space.
- Contacting us: Ticketing system, email, and phone for emergencies.
- Partnership: Reporting issues, respecting shared spaces, and providing feedback will result in creating an excellent learning and working environment.



#### ПТ

- •Who we are: Technical Gurus aka. Olaf Machul & Themis Sivitanides.
- •What we do: Classroom & Office Equipment Setups, Account Management, LMS EXAM Setups and other general troubleshooting.
- •Why it matters: We can make sure that all technical functionalities are running optimally therefore preventing disasters, delays or major incidents.
- •Contacting us: You can create a ticket by sending an email to <u>it@aubmed.ac.cy</u> or contact me directly on <u>om00@aubmed.ac.cy</u>.
- •Partnership: All types of actions from the IT dep. should be logged on the ticketing system so we can keep a track of what has been completed, and refer to in any future occurrences.

#### **Student Affairs**

- Supports students in housing, health/medical, and settling into dorm/city life.
- Organizes diverse activities promoting culture, recreation, well-being, team building, sports and volunteering.

**Clubs & Societies** → advises and supports student organizations.

**Student Initiatives** → supports and organizes student-led initiatives and activities.

**Student Council** → holds annual elections for the student body

**Faculty Meetings** → shares student concerns/updates.

**Event Coordination** → Contact OSA to align logistics, avoid schedule clashes, and secure resources.

**Public Outreach** → initiates and promotes the interaction between the university and local community.



## **Student Affairs**























# **University Outreach**





# **Global Engagement**

### Services:

- Migration Matters: Visas and Residencies
- On-site orientation, mentoring, and intercultural activities
- Exchange and Erasmus + Opportunities
- Beirut Residency Requirement





# **Communications**

## The Office of Communications supports AUB Mediterraneo through:

**Visibility & Storytelling** 

Promoting faculty, students, and initiatives

Branding & Communication Guidelines

Name usage, logo, style, and content validation

Events, Media & Digital
Outreach

Promoting activities across events, media, website and social platforms

**Point of Contact** 

Ghina Ramadan & Kyriacos Avgousti





# **Administration**

## Come to me for support with:

- Guest speaker vetting (required for all on- and off-site guests)
- Event support (e.g., bookings, catering, logistics)
- Stationary supplies
- Business trip logistics (e.g., visit to AUB, conferences)



# **Accessibility**

## **Faculty Role**

- ✓ Implement AEO-approved accommodations
- ✓ Keep all student info confidential
- ✓ Contact AEO if challenges arise

## **Examples of Accommodations**

- ✓ Extra time on exams/assignments
- ✓ Alternative formats or lecture recording
- ✓ Flexible attendance for health needs

## **Inclusive Teaching**

- ✓ Use accessible slides/readings (headings, alt text, readable fonts)
- ✓ Design with flexibility & Universal Design for Learning guidelines (UDL) principles

#### **Contact**

- ✓ Nefeli Sfetsios, Accessible Education Officer
- √ ns01@aubmed.ac.cy or aeo@aubmed.ac.cy



# Counseling

## **Counselling Services:**

- One-on-one support for psychological difficulties
- Assistance with a variety of psychological issues
- Safe, confidential, and non-judgmental space

## **Faculty Responsibilities:**

- Maintain strict confidentiality regarding student information
- Encourage students to connect with Counselling Services if they experience mental health concerns.

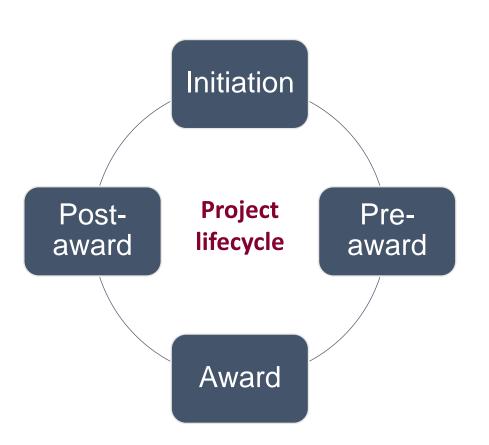
#### Contact:

- Dr. Photini Panayiotou, Special Scientist/Clinical Psychologist
- Counselling@aubmed.ac.cy / pp00@aubmed.ac.cy



## Office of Research - Grants

#### Support throughout the whole grant project lifecycle



#### Initiation phase:

- o Identifying relevant funding opportunities (Erasmus+, Horizon Europe, Interreg Next-Med, CERV, etc.)
- o Engaging and identifying relevant researchers for proposal opportunities and connecting them with the project coordinator.

#### Pre-award support:

- o Proposal development and review support
- o Ensuring eligibility and compliance (e.g., partners involved, needed templates, etc.)

#### Award management

- Financial management support (e.g., timesheets, periodic and final reports)
- Record keeping and compliance assurance
- Support with project implementation & monitoring (e.g., amendments, budget reallocations, time extensions, etc.)

#### Post-award support

- o Preparation and compilation of data for audits and evaluations
- Compliance checks and review processes

# **HR/Payroll**

- Employment contracts
- Payroll inquiries
- Leave processes
- Benefits
- Expense claims
- Document requests (letters of employment, certifications, etc.)
- Faculty records



# **Questions?**



# "What to Do If..." Scenarios Challenge

Fall 2025–2026 Faculty Orientation & Kick-Off



#### **Instructions for Teams:**

- 1. You will work in teams of 3–4, randomly assigned.
- 2. For each scenario:
  - Your team has a few minutes to discuss how you would handle it.
  - Consider whom to notify, what resources to consult (manual, staff, policies), and step-by-step actions.
  - Be ready to share!
- 3. After discussion:
  - Volunteers will share their team's perspectives.
  - Review the official answer and address any questions.



# Scenario 1: Last-minute Illness and Class Cancellation

It's the morning of your 9:00 AM class and you've woken up ill. What do you do?

- Whom do you notify, and how (students, administration)?
- Do you cancel outright or reschedule?
- What options exist for make-up instruction (online, alternate time, asynchronous work)?
- Where is this process documented in the Faculty Teaching Manual?



# Scenario 1 Answer

- See page 6 of Faculty Teaching Manual I
- All scheduled sessions expected to be held, so in event of last-minute absence, class should be rescheduled.
- Process:
  - Inform Dean as soon as possible.
  - 2. Contact students as soon as possible (email, Moodle).
  - 3. Reschedule class (check timetable to avoid conflicts, ask students re availability).
  - 4. Book classroom through Skedda.
  - Inform students.



# **Scenario 2: Locked Out of the Classroom**

You arrive to class and your classroom is locked. Students are gathering outside. What do you do?

- Whom can you call?
- What's the procedure if facilities staff can't arrive quickly?
- How do you manage student time if the delay is significant?



## **Scenario 2 Answer**

- Call University Security: +357 99 273203 (save # in your phone).
- In the unlikely event that they do not pick up, send a student to the security desk.
- In the even more unlikely event that a member of Security team cannot be reached, contact Dean Salah Sadek for the master key.



# **Scenario 3: Technical Meltdown**

Your slides won't project, and the classroom computer won't connect to the internet. What do you do?

- Whom do you contact for tech support, and how quickly can they respond?
- What backup teaching strategies can you use in the meantime?



# **Scenario 3 Answer**

- In urgent technical emergency, contact Olaf Machul directly at + 357 97 866409 (save # in your phone).
- Keep the class going using alternative methods until he arrives (use whiteboard, guide discussion using questions, have students work in pairs/groups, use printed materials).



## **Scenario 4: Student Academic Misconduct**

A student submits a paper with strong signs of plagiarism. What do you do?

- What's the first step—confront the student or report to administration?
- What evidence should you collect (e.g., Turnitin report, drafts, emails)?
- Who officially handles misconduct cases?
- Where do you find the misconduct policy?
- What are the possible outcomes or consequences once the case is reviewed?



## **Scenario 4 Answer**

- If you have good reason to believe plagiarism has occurred, assign a zero on the assignment or exam where the violation took place.
- Document the evidence (e.g., Turnitin report, drafts, emails).
- Report the incident in writing to the Dean of your Faculty, with copies sent to the student's file and advisor.
- If further information is needed, the Dean will follow-up.
- See Appendix I on page 17 of the <u>Student Code of Conduct</u> for detailed guidance.



## **Scenario 5: Exam Procedure Dilemma**

You're preparing to administer your first final exam. You're unsure about required procedures (time allotment, proctoring, accommodations). What can you do next?

- What are the required exam protocols?
- What is the difference between midterms/quizzes and final exams?
- Whom do you coordinate with for exam setup and accessibility needs?
- What happens if a student misses an exam?



## **Scenario 5 Answer**

See Section III (pp. 11-18) of the Faculty Teaching Manual I for detailed guidance. Some key highlights:

#### Regular exams/quizzes:

- Students who miss must provide a valid excuse (only medical/professional documentation accepted).
- Instructor determines validity; if valid, a make-up exam must be scheduled before final grades are issued.
   Ensure no time conflict with other scheduled classes.
- If the excuse's validity is in doubt, refer the case to the Dean.

#### **Final exams:**

- Arrive 30 minutes early, prepare secure materials, use official cover and attendance sheets, keep to scheduled time, ensure no devices are used, and enforce no-leaving rule (except with approved accommodations).
- Coordinate with the Office of the Registrar for room setup, proctoring support, and attendance sheet submission.
- Work with the Accessible Education Office for approved accommodations.
- If a student misses the exam, follow the Incomplete Grade process (Section III.b) in coordination with the Dean.
- Follow special process for Digital Exams (Section III.d), including coordinating with IT in advance.



# **Scenario 6: Attendance Policy Challenge**

A student has already missed several classes and claims it's for "personal reasons." You're unsure whether to excuse the absences. What should you do?

- What is the official attendance policy?
- What documentation is required?
- Who decides if absences are excused or not?
- What happens if a student misses too many classes (and how many is too many)?



# **Scenario 6 Answer**

- See Part V (pp. 20-21) of Faculty Teaching Manual I.
- Take attendance in Moodle for every class; keep accurate records.
- Students are responsible for all missed work and announcements.
- Faculty set attendance expectations in the course syllabus (including tardiness policies).

#### Undergraduate courses:

- If absences exceed one-fifth of sessions in the first 12 weeks, the instructor may withdraw the student (grade of "W")—if the syllabus states this and records are kept.
- Withdrawal is not permitted if it reduces the student below the required ECTS load (24 ECTS).

#### Graduate courses:

- If a student is absent without excuse for more than one-third of sessions in a course, the instructor may drop the student.
- For unclear or persistent cases, refer the matter to the Dean.



## **Scenario 7: Student Misconduct in Class**

A student is being disruptive—talking loudly, making side comments, or scrolling on their phone during lecture. What do you do?

- How can you address the situation in the moment?
- What are the escalation steps if it continues?
- Where in the manual is classroom conduct outlined?



## Scenario 7 Answer

See Section V (pp. 20-23) of the Faculty Teaching Manual I for detailed guidance. Some key highlights:

- In all classroom and university interactions, students should communicate respectfully, listen actively, and contribute constructively.
- Address minor disruptions immediately and respectfully.
- Enforce course policies on device use and participation as stated in the syllabus.
- For repeated or serious misconduct:
  - Ask the student to leave if necessary.
  - Document the incident and notify the Dean for further guidance.
- The range of disciplinary actions includes and is not limited to a warning, reprimand, Dean's warning (up to two in a student's university career), suspension, expulsion, withdrawal of financial aid, failing grade, removal of dorm privileges, criminal charges.
- Refer to the <u>Student Code of Conduct</u> (Section 2, pp. 11-19) for procedures, definitions, and possible disciplinary actions.



# Scenario 8: Engagement Challenge

Half your class seems disengaged—students are quiet, not doing readings, and attendance is dipping. What can you do?

- What strategies can you try to re-engage students?
- Whom can you reach out to for support?



## **Scenario 8 Answer**

Disengagement can have many causes (motivation, stress, prior experiences, cultural differences).

Refer to the Faculty Teaching Manual II: Pedagogical Guide section on *Handling Disengagement and Challenging Behaviors* (pp. 30-32) for some suggested approaches, including:

- Using active learning and varied activities.
- Early intervention.
- Setting clear expectations and classroom norms.
- Building rapport and addressing issues early and privately.
- Referring to support services for persistent or serious concerns.



# Scenario 9: Student Support Concern

A student approaches you after class saying they are overwhelmed, anxious, and considering withdrawing. Alternatively, a student discloses harassment or discrimination. What do you do?

- What is your role as faculty—listen, refer, follow up?
- Which student services do you refer them to (counseling, academic advising, Title IX, etc.)?
- What documentation or reporting, if any, is expected of you?
- How do you handle disclosures of harassment or discrimination under Title IX?
- How do you ensure the student's immediate safety while respecting confidentiality limits?



## Scenario 9 Answer – Part 1

## Student Support & General Wellness

- Listen and provide support: Give the student space to express concerns; do not judge or press for unnecessary details.
- Refer to professional resources: Counseling Center (confidential support for stress, anxiety, adjustment, etc.) <a href="mailto:counselling@aubmed.ac.cy">counselling@aubmed.ac.cy</a>
- Ensure immediate safety: If there is imminent risk, call 112 and University Security.



# Scenario 9 Answer – Part 2

## **Faculty Responsibilities as Mandatory Reporters:**

- All faculty are mandatory reporters.
- Do not promise confidentiality; explain the process will be handled respectfully.
- Your role: listen, ensure safety, and connect the student with appropriate reporting channels.

## **How to Respond:**

- Listen without judgment; avoid pressing for unnecessary details.
- Document facts only (no opinions).
- Immediate danger: call 112 and University Security.
- Report to Title IX Coordinator or Deputy as soon as possible.

#### **Resources & Links:**

- Full Title IX policies & procedures
- <u>Reporting options</u>: Title IX Coordinator, Deputy, Safe Reporting System (anonymous), EthicsPoint mobile app



# **Scenario 10: Moodle Challenges**

You arrive to teach or manage your course in Moodle and realize you cannot access the system. Students are also reporting access issues, and some course features aren't working. What do you do?

- Who do you contact for different types of issues (faculty access, student access, technical errors)?
- How do you check whether the problem is in your course versus a system-wide issue?
- What information should you gather before contacting IT?
- How do you communicate updates to students while the issue is being resolved?



## **Scenario 10 Answer**

- Complete the "Essential Features for Teaching and Learning" online course in Moodle (auto-enrolled) to ensure familiarity with core functions.
- Contact the appropriate support:
  - Faculty or student access / roster issues: Contact Office of the Registrar who will forward request to AUB Moodle team.
  - Digital exam setup: Contact Olaf Machul/IT.
  - Other technical errors: Contact the IT Service Desk. Requested will be forwarded to AUB Moodle team who will resolve issues within 24-48 business hours.
  - Gather relevant information (course name, affected features, screenshots, error messages) before reaching out.
- Communicate promptly with students about the issue and expected resolution time.
- Save student emails outside Moodle as a backup in case messaging within the platform is unavailable.

**Debrief & Remaining Questions** 





# **Debrief**

## **Recap & Reflection**

What stood out from the scenarios?

Any "aha" moments or points to emphasize?

#### **Questions & Clarifications**

Any immediate questions on policies or procedures?

Any other scenarios you would like to discuss as a group?

#### **Resource Reminder**

Faculty Resources folder (will include these slides)

Faculty Teaching Manuals I & II, which include key contacts

**Teaching Swap Game and Contest** 





# **Game: Teaching Swap**

Goal: Share practical teaching strategies and build collegiality.

## **How to Play:**

- 1. Write it Down (1–2 min): Jot one teaching tip or strategy you love and would recommend to others.
- 2. Pair & Share (2 min each round): Pair with a nearby colleague. Share your tip aloud and exchange your written card.
- 3. Rotate & Repeat: After 2 minutes, rotate to a new partner (clockwise or across the room). Repeat 5-6 times to collect new ideas
- **4. Share Highlights:** Volunteers share favorite tips with the whole group.
- 5. Nominate & Vote: Each faculty member nominates one colleague who shared the best tip. The person with the most nominations wins a prize!

Wrap-Up & Next Steps





# Wrap-Up & Next Steps

## Thank you for coming!

## **Upcoming Training:**

- Sessions on teaching and learning;
- Session on research, service, and career progression.
- Stay tuned for more details soon!

## **Enjoy lunch in the cafeteria!**



# **Questions?**