



THE AMERICAN
UNIVERSITY IN CAIRO

Faculty Orientation Program
Fall 2017



THURSDAY, AUGUST 24 • AUC NEW CAIRO

- 8:45 - 9:00 am **Refreshments**
Location: Conference and Visitor Center (outdoor area by the Mary Cross Lecture Hall), Room P006 (behind Bassily Auditorium)
- 9:00 - 9:30 am **Introduction of Newcomers and Families** (including spouses)
- 9:30 - 10:30 am **Safety, Security and Emergency Procedures** (General and Cyber Security)
Location: Conference and Visitor Center (outdoor area by the Mary Cross Lecture Hall), Room P006 (behind Bassily Auditorium)
Speakers: Brian MacDougall, executive vice president for administration and finance
Mohamed Ebeid, senior director, Office of Security
Wessam Maher, principal campus information, Office of Security
- 10:30 – 11:00 am **Health and Well-being**
Location: Conference and Visitor Center (outdoor area by the Mary Cross Lecture Hall), Room P006 (behind Bassily Auditorium)
Speakers: Mohamed Amin, head of Medical Services
Ola Morsy, director, Office of Student Well-Being
- 11:00 – 11:30 am **Equal Opportunity and Affirmative Action (EOAA) and Title IX**
Location: Conference and Visitor Center (outdoor area by the Mary Cross Lecture Hall), Room P006 (behind Bassily Auditorium)
Speaker: Salma El Shayeb, director, Office of Diversity and Advocacy
- 11:30 am – 12:30 pm **Academic Integrity**
Location: Conference and Visitor Center (outdoor area by the Mary Cross Lecture Hall), Room P006 (behind Bassily Auditorium)
Speaker: Kathleen O'Neill, director, Office of Diversity and Advocacy
- 12:45 - 1:45 pm **Lunch**
Location: Conference and Visitor Center, Mary Cross Lecture Hall
- 2:00 – 3:00 pm **Survival Egyptian Arabic I: Situational Arabic**
Location: Conference and Visitor Center (outdoor area by the Mary Cross Lecture Hall), Room P006 (behind Bassily Auditorium)
Speaker: Hanan Hassanein, instructor, Department of Arabic Language Instruction

- Round trip transportation to campus and back arranged today only by Faculty Services.

SUNDAY, AUGUST 27, 2017 • AUC NEW CAIRO

9:00 am - 3:15 am **Faculty Development Workshops**
Location: AUC Library, Room 1021 (Staff Lounge)

- *Transportation today to and from campus using the AUC bus service.*

MONDAY, AUGUST 28, 2017 *(Full-time and Adjunct Faculty)*

10:00 – 10:05 am **AUC Mission, Video Presentation**
Location: Conference and Visitor Center (outdoor area by the Mary Cross Lecture Hall), room P006 (behind Bassily Auditorium)

10:15 – 10:45 am **Campus PowerPoint Presentation**
Location: Conference and Visitor Center (outdoor area by the Mary Cross Lecture Hall), Room P006 (behind Bassily Auditorium)
Speaker: Richard Tutwiler, director, Research Institute for a Sustainable Environment (RISE)

10:45 – 11:00 am **Campus Tour**
A guided tour of the campus will be provided to newcomers (in groups of 10) by a student presidential ambassador

11:45 am – 12:45 pm **Lunch**
Location: Campus Center, Faculty Lounge, First Floor (next to the AUC Library)

1:00 - 2:00 pm **Library Resources and Services**
Location: AUC Library, Media Room, Plaza Level
Speaker: Benjamin Carter, head of research instruction, Office of the Dean of Libraries and Learning Technologies

2:15 - 3:15 pm **Survival Egyptian Arabic I: Situational Arabic**
Location: AUC Library, Media Room, Plaza Level
Speaker: Hanan Hassainein, instructor, Department of Arabic Language Instruction

3:30 - 5:30 pm **New Cairo Guided Tour**
Location: AUC New Cairo, Pepsi Gate
Speaker: Al Ekbnawy, senior instructor, Department of Arabic Language Instruction

- *Transportation today to and from campus using the AUC bus service.*

TUESDAY, AUGUST 29, 2017 • AUC NEW CAIRO

9:00 - 9:30 am

Welcome Remarks

Location: Conference and Visitor Center (outdoor area by the Mary Cross Lecture Hall), Room P006 (behind Bassily Auditorium)

*Speakers: Francis Ricciardone, president
Ehab Abdel-Rabman, provost
George Marquis, dean of students*

9:45 –10:00 am

Group Photo

Location: In front of Bassily Auditorium

10:15 am – 12:15 pm

Open Discussion on Teaching at AUC

Location: Conference and Visitor Center (outdoor area by the Mary Cross Lecture Hall), Room P006 (behind Bassily Auditorium)

*Speakers: Maba El Shinnawy, professor, Department of Management
Aziza Ellozy, director, Center for Learning and Teaching
Matthew Hendershot, associate dean, Office of the Dean of Undergraduate Studies*

12:30 – 1:30 pm

Lunch

Location: Campus Center, Faculty Lounge, First Floor (next to the AUC Library)

1:45 – 2:45 pm

AUC Academic Computing and Classroom Technology

Location: Conference and Visitor Center, Mary Cross Lecture Hall, Room P006 (behind Bassily Auditorium)

*Speakers: Marwa Mansour, assistant director of operations, University Academic Computing Technologies (UACT)
Amir Gamal, manager, Classroom and Presentation Technologies*

- Transportation today to and from campus using the AUC bus service.

WEDNESDAY, AUGUST 30, 2017 • AUC TAHRIR SQUARE

9:15 – 9:30 am

Refreshments

Location: Fountain area

9:30 – 10:00 am

General Benefit Plans (Staff Members)

Location: Oriental Hall

AUC's Health Insurance: Information and Distribution of Health Packages

*Speakers: Lamia El Baz, manager for benefits, Office of Human Resources
Doaa Nuwaya, officer, Office of Human Resources*

10:30 am – 12:00 pm

Research Issue: Funding, Intellectual Property and the Institutional Review Board (IRB)

Location: Oriental Hall

*Speakers: Ehab Abdel-Rabman, provost
Mary Shoukry, senior officer, Office of the Provost
Atta Gebril, associate professor, Department of Applied Linguistics and Chair of the IRB*

Dina Adly, director, Office of Sponsored Programs
Amani El Shimi, director of Undergraduate Research
Ahmed Ellaihy, senior director, Technology Transfer Office
Q&A

12:00 – 1:00 pm

Campus Tour

A guided tour of the campus will be provided to newcomers (in groups of 10) by a student presidential ambassador

- *Transportation will be provided to and from the Tabrir campus.*

WEDNESDAY, AUGUST 30, 2017 • AUC TAHRIR SQUARE

1:15 – 2:15 pm

Lunch

Location: Oriental Hall - Margon Veillon Gallery of Modern Egyptian Art

2:30 – 3:00 pm

Housing and Transportation

Location: Oriental Hall

Speaker: Sherif Maged, senior director, Faculty Housing and Transportation Services

3:00 – 3:30 pm

Lunch

Location: Oriental Hall

Speaker: Louise Bertini, director, Department of Athletics

THURSDAY, AUGUST 31 - TUESDAY, SEPTEMBER 5

Eid Al-Adha holiday

WEDNESDAY, SEPTEMBER 6, 2017

First day of classes

WEDNESDAY, SEPTEMBER 6, 2017

5:30 - 7:30 pm

Picnic

Location: Fl-Felucca (Nile boat) in Maadi

- *Families are invited*
- *Food and refreshments will be provided*
- *Transportation to the boat will be announced on the first day of orientation*

SATURDAY, SEPTEMBER 9, 2017 *(Full-time and Adjunct Faculty)*

5:30 - 7:30 pm

Bus Tour of Greater Cairo with John Swanson
Orientation and Lunch

BEGINNING OF SEMESTER CHECKLIST

ADSL CONNECTION AT HOME (for faculty who rent AUC apartments only)

You should have received an e-copy of an ADSL request form. The connection should work upon your arrival. If it is not working, contact the Office of Faculty Housing at 2615.4156/4157.

AUC ACADEMIC POLICIES AND PROCEDURES

Information is available at your department or visit aucegypt.edu/about/university-policies.

AUC BUS SCHEDULES AND ROUTES

Go to aucegypt.edu/services/bus.

NOTE: A special bus service from Maadi will be available on the first day of the Newcomers Orientation. It will be announced to all newcomers by email ahead of time.

NOTE: Wireless Internet access is available on most of the buses.

AUC EMAIL ADDRESS

The provost's office will create an AUC email account for you as soon as you receive your contract. If you are not informed of your email account, please contact Yvette Isaac, assistant provost for faculty affairs, at yvettefi@aucegypt.edu.

AUC ID CARD

This card:

1. Gives access to the New Cairo and Tahrir Square campuses, AUC Library, as well as your office.
2. Functions as a bus pass.

Where to get it? From the AUC Library, ID unit, garden level (one floor below the main entrance).

What information do you need to get an ID? Your personal address and office extension number.

BANK ACCOUNT

You must open a bank account in Egypt (in any bank you wish) by the first week of September, as your first salary will be deposited electronically at the end of the month. For your convenience, there is a Commercial International Bank (CIB) branch on both campuses:

- *Working hours:* 8:30 am – 2:00 pm every day, except Friday and Saturday and on official holidays
- *Locations:* 1) AUC New Cairo, plaza level, Administrative Building, next to the main entrance of the building, facing the Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall

- 2) AUC Tahrir Square, Main Campus, historic palace located in the middle of the campus, entrance through the cafeteria
What document do you need to open a bank account? Your passport or Egyptian ID.
When you open your bank account, please mention that you are a new faculty member, as that branch is restricted to members of the AUC community.

BLACKBOARD

Verify access to Blackboard with your AUC email username and password.
More information can be found at aucegypt.edu/services/blackboard.

CAR PARKING PERMIT

You may receive a car parking permit from the parking office, Bus Terminal, tel 2615.4810.
Visit parking.aucegypt.edu for more details.

EMERGENCY NUMBERS

From off campus 24/7, call the AUC switchboard at 19282 (19AUC). You will be connected to either the Security Office or the Office of Medical Services.
Medical services on campus 24/7, tel 2615.4000; Security, tel 2615.4444

HELP ON CAMPUS

Office of Faculty Services, Campus Center, room 1002, first floor, just above the Campus Shop; access through the Faculty Lounge, tel 2615.3789
You may visit us for any kind of requests. If we cannot answer your questions, we will direct you to the right people.
Any official business questions related to contracts, entitlement or relocation should be referred to Yvette Isaac, assistant provost for faculty affairs.

OTHER INTERNET CONNECTION OPTIONS

You may get an Internet connection package with Vodafone, Mobinil or other mobile phone providers through a USB stick.

WIRELESS NETWORK ON CAMPUS

Select the WLAN network, and then log in with your AUC email username and password.
For assistance, contact: University Technology Infrastructure (UTI), The Hatem and Janet Mostafa Core Academic Center, room G024 (“G” for garden level – one floor below the plaza level), tel 2615.1200.

 THE AMERICAN UNIVERSITY IN CAIRO

Office of Faculty Services

tel 20.2.2615.3789 • facservices@aucegypt.edu