

Dear Dr. **Full Name**

Kindly note that your contract is due for reappointment. This year, the Faculty Management Information System (FMIS) will be used for that purpose and you can submit your reappointment file electronically. The system can be accessed through the following link: <http://fmis.aub.edu.lb> and the guiding steps are:

1. Click on Task "Please Submit your Reappointment Form" in the "Active Task List" to open the Reappointment Form.
2. Review and update the available information as completed by your department administrator, this includes:
  - a. FMIS Profile (Extracted CV)
  - b. Personal Statement (attached is a guide about how to write a personal statement)
  - c. Clinical Workload (if applicable)
  - d. Teaching Evaluations
  - e. Additional Attachments
  - f. References
3. Save and Submit

FMIS is being introduced to enhance the reappointment workflow, provide a user friendly experience and reduce the repetitive paper work submitted annually as you have been doing over the past years. The administrator of your department has been trained on the FMIS features and can assist you in your submission.

We kindly appreciate your submission of your reappointment file before **Date**, in order for us to complete the reappointment process as per the set University schedule. Should you have any questions or need help, do not hesitate to contact the Faculty Affairs Office.

Thank you.

Ghazi Zaatari, MD  
Associate Dean for Faculty Affairs