Staff Organizational Chart

As of July 1, 2019
WHO DOES WHAT IN THE FACULTY OF GRADUATE AND POSTDOCTORAL AFFAIRS (FGPA)

Dean, Patrice Smith
Dr. Smith oversees all aspects of the graduate student and postdoctoral experience from recruitment to graduate student and postdoctoral fellow satisfaction. She also supervises the creation of new graduate academic programs.

Executive Assistant to the Dean, Renée De Laire
Renée provides administrative, coordination, and logistical support to the Dean and acts as the Dean’s main point of contact. She also provides administrative support to the Associate Deans. She oversees the Postdoctoral Fellow Coordinator’s portfolio and is responsible for managing the day-to-day operations of the Office of the Dean.
Associate Dean (Planning and Awards), Ali Arya
Dr. Arya is responsible for developing and managing practices related to graduate student recruitment and funding, teaching assistantships and enrolment planning, as well as liaising with Carleton’s Research Office (OVPRI). He is also responsible for administering Carleton’s Cotutelle policy for international PhD studies and he oversees the external awards program for graduate students at Carleton.

Associate Dean (Programs), James Opp
Dr. Opp is Chair of the Programs and Planning Committee, which is responsible for new and existing academic graduate programs and Dual Master’s agreements.

Associate Dean (Student and Postdoctoral Affairs), Paul Keen
Dr. Keen is responsible for developing and managing practices and policies that relate to the welfare, progress and conduct of graduate students, including Teaching Assistants. He also oversees donor-funded awards for Carleton graduate students.
Director, Graduate Studies & Registrar, Joanne Bree
Joanne oversees records and the registrarial process for all graduate students. She is also responsible for the Administration of Teaching Assistants and the strategic operation and management of the Faculty of Graduate and Postdoctoral Affairs.

FGPA Manager, Finance and Planning, Bill Sutherland
Bill is responsible for the overall graduate student support budget and recruitment planning. This includes preparing detailed budget/target information to units, approval of graduate student funding, and graduate recruitment analysis and reporting. He also assists with business plan development for new programs.
Program Officer, Sandra Bauer
Sandra is responsible for coordinating all processes related to the development, modification, and reporting of graduate programs in the faculty. This includes providing support to academic units, serving as executive secretary to FGPA’s *Programs and Planning Committee* (which vets submissions for new and revised graduate programs and makes recommendations for approval to Graduate Faculty Board and ultimately Senate), and is the point person for any revisions to the graduate calendar.

Coordinator of Graduate Professional Development, David Lafferty
David is responsible for collaborating with internal and external service providers to offer professional development workshops to graduate students. He organizes graduate events such as Orientation and the Three-Minute Thesis (3MT). He also co-chairs the Graduate Student Services Committee for the improvement of graduate services and experiences.
Communications and Recruitment Officer, Lin Moody
Lin promotes news and initiatives about graduate students and FGPA initiatives to internal and external audiences including graduate students, prospective students, faculty, staff and external organizations. She researches, writes, edits and proofreads promotional, marketing and various other communication materials, while updating the FGPA websites.

Enrolment Management Officer, Kevin McEwan
Kevin oversees the recruitment and retention of international and domestic graduate students at Carleton. He creates recruitment publications, runs information sessions and webinars, represents FGPA at university recruitment fairs across the country, and assists prospective students and applicants through email and phone communication.
Coordinator, Internal/External Awards, Leslie Main
Leslie helps graduate students with the preparation of their applications for several awards including, OGS, SSHRC, NSERC, CIHR, the Vanier Canada Graduate Scholarship and several external and endowed awards. She also coordinates a number of award competitions.

Graduate Services Co-ordinator (GSC) Maureen Varette
Maureen is responsible for assessing, overseeing, implementing and troubleshooting processes and reports in registrarial, funding and student operating systems. She also coordinates PHD thesis defences and oversees the graduation and convocation processes. In addition, she oversees the domestic and international exchange.
Systems Functional Analyst (Contract/Project Charters), Vacant

The person in this position assists with the planning, organizing and co-ordinating of new information technology for FGPA and the academic units. He is responsible for ongoing maintenance activities and support of the new systems.

Student Systems Support Officers (SSSOs), Amy Resmer and Glendy Wong

Amy and Glendy manage the student information systems for FGPA and academic units by providing expertise, organization, planning, and support for applicant and student academic records.
Postdoctoral Fellow / Teaching Assistant Coordinator, Alyssa Laird

Alyssa is the primary administrator for Postdoctoral Fellows (PDFs). She processes requests to appoint PDFs and maintains the PDF database and all PDF files. She works with the Teaching Assistant (TA) Management System and ensures that TA assignments align with the Collective Agreement and she is also responsible for inputting EAP benefit claims and approving TA “Leave from Duties” requests.

Graduate Service Officers (GSO): Ann Bold, Lee Hull, Jessica McEvoy, Pam Poulson, and Judith Srna

The GSOs administer and facilitate all aspects of students’ records, beginning with an offer of admission through to graduation from an academic program.
Graduate Records and Information Coordinator
Donna Byron
Donna supervises FGPA’s Graduate Information Administrators, manages the information counter for FGPA, and coordinates electronic graduate student files.

Graduate Information Administrators, Katie Butler and Jana Patterson
Katie and Jana assist current and prospective students with inquiries and/or direct them to the appropriate person for assistance.