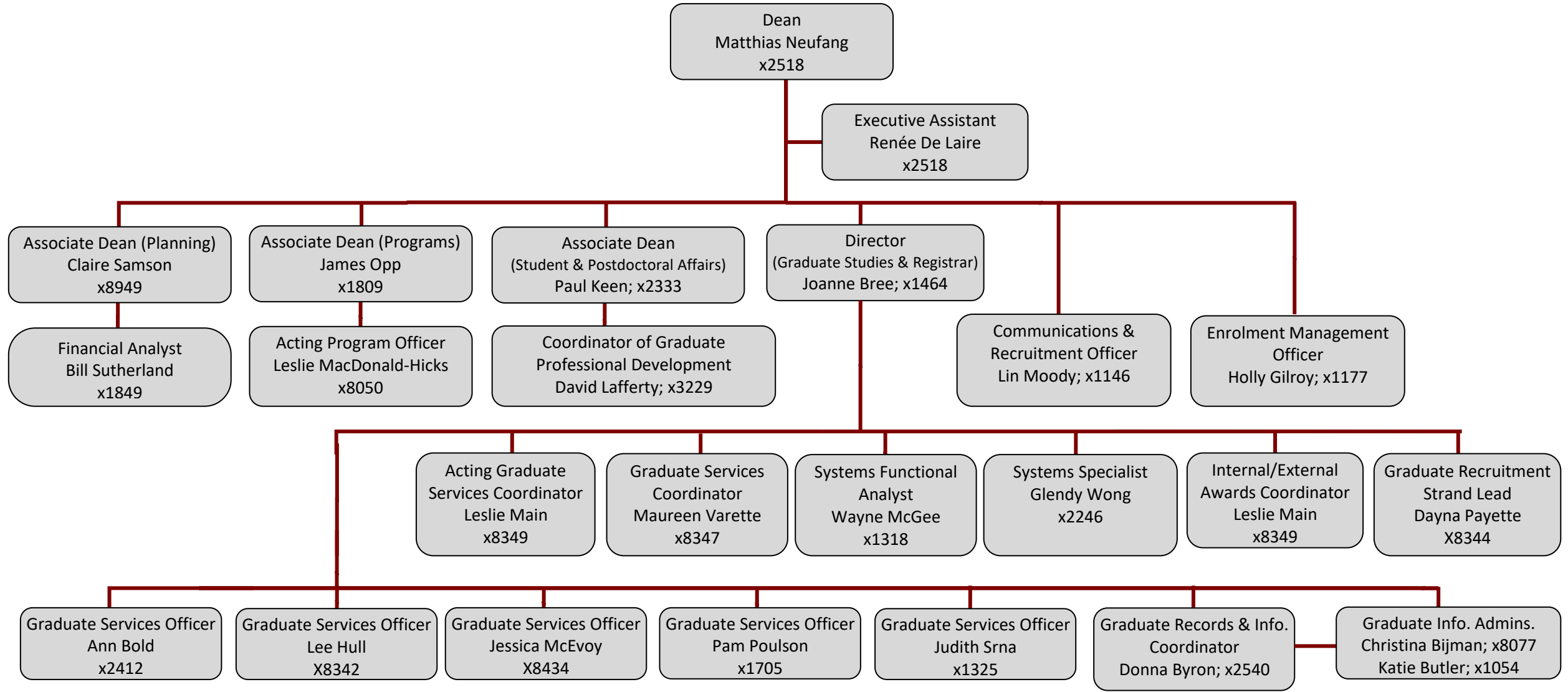




Staff Organizational Chart

July 2017





Carleton
UNIVERSITY

Faculty of
Graduate and
Postdoctoral Affairs

WHO DOES WHAT IN THE FACULTY OF GRADUATE AND POSTDOCTORAL AFFAIRS (FGPA)

Dean, Matthias Neufang

Dr. Neufang oversees all aspects of the graduate student and postdoctoral experience from recruitment to graduate student and postdoctoral fellow satisfaction. He also supervises the creation of new grad academic programs.

Executive Assistant to the Dean, Renée De Laire

Renée is the main point of contact for the Dean and manages the calendars and schedules for the Dean and Associate Deans. She is also the primary administrator for Postdoctoral Fellows (PDFs). She processes requests to appoint PDFs and maintains the PDF handbook, database, and all PDF files.

Associate Dean (Planning), Claire Samson

Dr. Samson 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). She is also responsible for administering Carleton's Cotutelle policy for international PhD studies.

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. He also oversees the internal and external awards program for graduate students at Carleton.

**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. He is also responsible for Teaching Assistants and Postdoctoral Fellows.

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 Financial Analyst, Bill Sutherland

Bill analyzes financial matters, makes recommendations, and generates reports. This includes preparing detailed budget information to units, generating reports on graduate offers, funding levels, acceptance rates, and registration rates. He also assists with business plan development for new programs, tracking and analyzing the graduate student support budget, and analyzing recruitment efforts in previous recruitment cycles.

Acting Program Officer, Leslie MacDonald-Hicks

Leslie assists academic units with the development of new programs and enriching the quality of existing programs through experience-based learning and collaborations, and preparations for the Quality Assurance review process. She is also 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, Holly Gilroy

Holly oversees the recruitment and retention of international and domestic graduate students at Carleton. She 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.

Graduate Services Co-ordinators (GSC) Leslie Main and Maureen Varette

The GSCs are responsible for assessing, designing, overseeing, and implementing effective processes and reports for the Registrar, Awards, and Funding offices. They are the point people for bursaries and award payments. They also handle administrative matters related to graduate students, including their eligibility for PhD dissertations and graduation.

Systems Functional Analyst (Contract/Project Charters), Wayne McGee

Wayne assists with the planning, organizing and coordinating of new information technology for FGPA and the academic units. He is responsible for ongoing maintenance activities and support of the new systems.

Systems Specialist, Glendy Wong

Glendy manages the student information systems for FGPA. She provides expertise and support for the student academic records database (Banner), DARS (Degree Audit Record System) and the interface with the Ontario Universities' Application Centre.

Internal/External Awards Coordinator, 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 Recruitment Strand Lead, Dayna Payette

As part of the Constituent Relationship Management (CRM) Project Team, Dayna is responsible for the process redesign and change management for the graduate recruitment phase of the CRM implementation.

**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, Christina Bijman and Katie Butler

Christina and Katie assist current and prospective students with inquiries and/or direct them to an appropriate person for assistance.