



Associate Dean, Students and Enrolment

Duties & Responsibilities

- **Retention**
 - Work with unit heads, undergraduate supervisors, student services and student representatives to develop and implement initiatives to improve retention
 - Identify potential curricular developments for Associate Dean (Academic)
 - Monitor and assess the results of student satisfaction surveys (including National Survey of Student Engagement (NSSE), Globe and Mail, Maclean's) and retention data
- **Student Recruitment (Graduate and Undergraduate)**
 - Liaise with unit heads, undergraduate and graduate supervisors, undergraduate and graduate administrators, recruitment office, university communications, OD FASS and FGPA for all recruitment events and related activities
 - Liaise with unit heads and with FPA Media Specialist on the development and maintenance of student-related FPA web presence and unit-level web sites
 - Monitor and assess recruitment data
- **Student Orientation**
 - Act as ODFPA liaison with student services and with academic units for all orientation events, including Undergraduate and Graduate Academic Orientation, International Student Orientation and Summer Orientation
- **Academic Integrity**
 - Oversee Academic Integrity Policy violation files, hear cases, write decision letters
- **Appeals**
 - Hear and consider formal Appeal of Grades
 - Hear and consider any other student complaints (i.e., grades, petitions and appeals)
- **Student Societies**
 - Support the development and activities of undergraduate student societies
 - Disburse available funds to support activities of undergraduate student societies
- **Student Travel**
 - Allocate money for graduate and undergraduate student travel

- **Events**
 - Coordinate all undergraduate focused programming in the ODFPA including FPA Connects and FPA Connects @Research Month
 - Act as liaison for teaching and related Bagels & Banter in conjunction with Associate Dean (Research and International)

- **Student Affairs**
 - Act as ODFPA Liaison for all student services on campus run by the Office of the Vice-President (Students and Enrolment)
 - Liaise with Alumni Services on the development, maintenance and use of the FPA alumni database
 - Faculty level contact for Peer Assisted Study Sessions (PASS) Program
 - Liaise with FGPA on all student affairs related activities
 - First Year Seminars
 - Liaise with units and FYSM instructors
 - Encourage instructors to enhance the skill-building components

- **Planning**
 - Sit on FPA Chairs & Directors
 - Sit on FPA Deanery
 - Sit on FASS & FPA Deanery
 - Sit on SIPC Forum
 - Participate in the development and implementation of Faculty and University strategic plans

- **Committees and Outreach**
 - Sit on Carleton's Undergraduate Affairs Committee
 - Liaise with undergraduate and graduate supervisors and undergraduate and administrators on all matters except curriculum and quality assurance, TAs course availability, grades and examinations

- **New Initiatives**
 - In consultation with Dean