



July 27, 2016

Dear NGS DBA Faculty:

First, thank you for working with us and teaching our NGS students. We are delighted to have you on faculty and are eager to work with you to assist our DBA students in learning from your expertise and research experience. The purpose of this letter is to remind you of some administration details, summarize some faculty requirements, and use this letter as an introduction to another correspondence, a DOC902 Dissertation Track update that is being sent to you at the same time. There is a great deal of information here, and Academic Affairs is always ready and eager to assist with any questions and concerns.

Second, here are some recent administrative details for all DBA faculty:

- Faculty Letters

Did you know that there is a faculty letter each month? There is a great deal of valuable information in these letters. They are sent to you by email and also posted on our NGS website: <http://ngs.edu/?s=faculty+letters>

- Faculty Training

Faculty training has been addressed in many letters, but the January and March 2016 letters detail the background, modules, and steps:

[http://myemail.constantcontact.com/January-Faculty-Letter.html?soid=1102217781212&aid=T\\_2QBWHZbk](http://myemail.constantcontact.com/January-Faculty-Letter.html?soid=1102217781212&aid=T_2QBWHZbk)

[http://myemail.constantcontact.com/March-Faculty-Letter.html?soid=1102217781212&aid=JX\\_V71n6Bew](http://myemail.constantcontact.com/March-Faculty-Letter.html?soid=1102217781212&aid=JX_V71n6Bew)

If you have not completed the required training, please do so (in Faculty Resources) as we are tracking the responses, and you will need to complete the training prior to a new faculty assignment. Also, watch the degree- specific webinar in your program's folder.

- Self-Evaluation and Assessment Form

If you are currently teaching or have a future assignment to teach, you are required to complete the Faculty Self-Evaluation and Assessment Form. This form is available in Faculty Resources. Submit the completed form to Academic Affairs (AA) at NGS before the deadline of September 1, 2016. (Send to [academicaffairs@ngs.edu](mailto:academicaffairs@ngs.edu))

- End-of-Course Evaluations

We need our DBA faculty to remind students to complete the End-of-Course Evaluations. The revised form from February 2016 reflects a great deal of CDC work from all three degree programs and the language also includes the DBA dissertation now. An email was sent regarding this revised form, but we are attaching a pdf of what is in Jenzabar for the students, but please note the ratings are part of the survey as the document you view is a printed version. The following statement should be on each NGS syllabi:

“Students are required to complete an End of Course Evaluation (anonymous) during the last week of class. This provides valuable feedback to the faculty and school. The form is found in



each course under Course Materials>Links. Thank you for your honest and reflective comments.”

- Faculty Handbook  
A copy of the current Faculty Handbook is posted in Faculty Resources. Do let us know if there is anything you would add to this document.
- NGS Catalog and Student Handbook 2016-2017  
The most updated NGS Catalog and Student Handbook, revised July 25, 2016, is posted on our NGS website. Please be sure to review policies and procedures and let us know if you have any questions.
- DBA-specific updates, Dissertation Chair training, mentoring, and timely feedback  
Dr. Braga and Dr. Sullivan are eager to recommence Dissertation Chair trainings and rubric reviews. Upon completion of the DOC902 Dissertation Track webinars, we will focus on these reviews and trainings.
- DBA letter about DOC902 Dissertation Track to all students and faculty  
The attached letter about DOC902 Dissertation Track will be sent to all students and faculty at the end of the week. We wanted to be sure faculty were informed about the requirements prior to sending the correspondence to all students.

Thirdly, and finally, thank you again for your teaching and mentoring. There are many DBA students in various stages of their studies and dissertation writing, and they are moving forward because of the content they learned in coursework and assistance with their research work from you as Dissertation Chairs.

In the near future, we want to hear more about this work. We hope to involve both faculty and students to a greater extent by offering webinars and share times. Did you also know that recent DBA alumna was awarded our prestigious Student Benchmarking Award? Dr. Julie Brumm was recognized with the award at graduation, and she was our first student speaker.

Congratulations, Dr. Julie Brumm!

<http://ngs.edu/dr-julie-brumm-receives-student-benchmark-award-from-the-national-graduate-school-of-quality-management/>

Take care, and we will connect soon. Please reach out to us if you have any questions about these and other DBA matters.

Sincerely,

Academic Affairs

Dr. Eileen Sullivan, Dean, Academic Affairs and Student Services

Dr. David Braga, DBA Program Chair

Ms. Pippi Sawyer, DBA Program Manager

Encl-DOC902 letter, End-of-Course Evaluation, PPT of DOC902 training