

Instructional Leadership Management

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The **Instructional Leadership Management Form** is used by the Vice President of Instruction (VPI) to assign responsibility for academic departments and their associated courses across their campus and centers. Specifically, this form designates which **Dean, Department Chair, and Lead Faculty** are accountable for each department. The form can also be used by all Faculty to view their syllabus approval structure.










NOTE: Please refer to the [Course List by Academic Department](https://vtac.lonestar.edu/help/course-list-by-academic-department) (<https://vtac.lonestar.edu/help/course-list-by-academic-department>) table to ensure accurate assignments. It lists each department alongside its Subject Area codes (course prefixes in iStar). Use this to confirm which Subject Areas fall under each department's oversight before submitting the form.

The collected information serves two key purposes:

- **Syllabus Approval in the Simple Syllabus tool**
It determines who can approve course syllabi in the **Simple Syllabus** tool.
- **Self-Enrollment Access in D2L**
It enables designated users to **self-enroll in D2L courses**. This access empowers Deans, Chairs, and Lead Faculty to promptly address student issues or disputes without waiting for Online Services to manually grant course access.

Navigate the Instructional Leadership Management Form

1. The completed form displays a table of users who have access to your campus and its associated centers. The table initially appears empty and will populate as users are added. It includes the following columns, with sorting options available for **Employee Name**, **ID Number**, and **Role**. You can click the arrows next to each column header to toggle between ascending and descending order.

Instructional Leadership Management					
Use this form to add, update, or remove deans, chairs, or lead faculty and their department associations.					
Hello, 					
Montgomery					
+ Add new record					
Employee Name ⬆	ID ⬆	Role ⬆	Academic Departments	Center	Edit / Delete
Bruce Wayne	735	Dean	Automotive Technology, Biotechnology, Business, Chemistry, Co...	Creekside Center	 
Clark Kent	107	Chair	English as Second Language (ESOL), Land Surveyor, Professiona...	Conroe Center	 
Peter Parker	092	Lead Faculty	Electrician, HVAC Technology, Industrial Diesel Technology, Insp...		 
Reed Richards	100	Dean	Biotechnology, Chemistry, Computer Information Technology, C...		 

2. To add a new user to the table, click **[+ Add new record]** from the upper left-hand corner of the table.

Montgomery			
+ Add new record			
Employee Name	ID	Role	Academic Departments
Bruce Wayne	735	Dean	Automotive Technology
Clark Kent	107	Chair	English as Second Lang
Peter Parker	092	Lead Faculty	Electrician, HVAC Techn
Reed Richards	100	Dean	Biotechnology, Chemist

- In the **Add New User** window, use the search bar to find the person you want to add by entering their **ID number**, **email address**, or **Username**.

NOTE: The user must already exist in D2L to appear in the search results.

Add New User

Search

- Once the user is found, their information will be displayed. Verify that the details are correct, then select **[Continue]** to proceed.

Add New User

Search

User Found

User ID: 0999
Full Name: Joseph
Username: JOS
Email: joseph @lonestar.edu

CONTINUE

- On the next window, you will see the following elements:

A. **Name** - Displays the selected user's name.

- B. **Role** - Select the appropriate role for the user. The role options are **Dean**, **Chair**, and **Lead Faculty**.
- C. **Center** - Select the campus or center the user is associated with.
- D. **Available Departments** - List of departments the user can be assigned to.
- E. **Current Departments** - List of departments the user is currently assigned to.
- F. **[←] [→]** - Use the arrow buttons to move departments between the available and current lists.
- G. **[Insert]** - Click this to finalize the user's assignment and add them to the table.

The screenshot shows the 'Add New User' form. Annotations are as follows:

- A**: Points to the 'Name' field containing 'Joseph Joestar'.
- B**: Points to the 'Role' dropdown menu, which is set to 'Dean'.
- C**: Points to the 'Center' dropdown menu, which is set to 'Creekside Center'.
- D**: Points to the 'Available Departments' list, which includes Veterinary Technology, Visual Communication, Vocational Nursing, Welding Technology, Physics (highlighted in blue), Art, and Drama.
- E**: Points to the 'Current Departments' list, which includes Massage Therapy, Philosophy, Dance, and Criminal Justice (highlighted in blue).
- F**: Points to the arrow buttons (→ and ←) between the department lists.
- G**: Points to the 'INSERT' button at the bottom of the form.

6. Once added, the new user will appear in the table. To make changes, use the **[Edit/Delete]** column:
- A. Click the **[pencil]** icon to edit the user's information.
 - B. Click the **[X]** icon to remove the user from the table.

Montgomery

+ Add new record

Employee Name	ID	Role	Academic Departments	Center	Edit / Delete
Bruce Wayne	735	Dean	Automotive Technology, Biotechnology, Business, Chemistry, C...	Creekside Center	
Clark Kent	107	Chair	English as Second Language (ESOL), Land Surveyor, Professiona...	Conroe Center	
Joseph Joestar	099	Dean	Criminal Justice, Dance, Massage Therapy, Philosophy	Creekside Center	
Peter Parker	092	Lead Faculty	Electrician, HVAC Technology, Industrial Diesel Technology, Insp...		
Reed Richards	100	Dean	Biotechnology, Chemistry, Computer Information Technology, C...		

If you have any questions about the form, please contact VTAC Support at vtac@lonestar.edu.