

# Instructional Leadership Management Form

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**To Access the Form:** Scroll down to the red button under [Ready to fill out the form?](#).

*Alternatively,* you can access this form by selecting **[VTAC Self-Service Forms]** in the upper-left navigation menu, then choose the appropriate form from the list.

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, Lead Faculty,** and **Program Directors** 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, Lead Faculty, and Program Directors to promptly address student issues or disputes without waiting for Online Services to manually grant course access.

## Overview of 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 **Last Name, First Name, ID Number, Role,** and **Location**. You can click the arrows next to each column header to toggle between ascending and descending order.

**Instructional Leadership Management**

VPis use this form to manage users and their role, location, and department associations.

Hello,   Name, ID, Role, Location 🔍 ↻

Montgomery

+ Add new record

Last Name ↕	First Name ↕	ID ↕	Role ↕	Academic Departments	Location ↕	Edit / Delete
Allen	Barry	11 <span style="background-color: #cccccc; padding: 0 5px;"> </span>	Dean	Biotechnology, Emergency Medical Services		✏️ ✕
Queen	Oliver	10 <span style="background-color: #cccccc; padding: 0 5px;"> </span>	Dean	Biotechnology, Chemistry, Computer Information Technology, Criminal Ju...		✏️ ✕
Wayne	Bruce	73 <span style="background-color: #cccccc; padding: 0 5px;"> </span>	Dean	Automotive Technology, Biotechnology, Business, Chemistry, Computer In...	Creekside Center	✏️ ✕

- 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

Last Name ↕	First Name ↕	ID ↕	Role ↕
Allen	Barry	11 <span style="background-color: #cccccc; padding: 0 5px;"> </span>	Dean
Queen	Oliver	10 <span style="background-color: #cccccc; padding: 0 5px;"> </span>	Dean
Wayne	Bruce	73 <span style="background-color: #cccccc; padding: 0 5px;"> </span>	Dean

- 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 ID, Email, or Username 🔍

- 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 0999

**User Found**

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

CONTINUE

5. 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, Lead Faculty, and Program Director**.
- 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.

Add New User

**A** Name: Joseph Joestar

**B** Role: Dean

**C** Center: Conroe Center

**D** Available Departments

- Cosmetology
- Cybersecurity**
- Data Analytics
- Dental Hygiene
- Diagnostic Medical Sonography
- Drama
- Economics

**E** Current Departments

- Dance
- Message Therapy**
- Philosophy
- Criminal Justice

**F** →

**G** → **INSERT** CANCEL

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						
Last Name	First Name	ID	Role	Academic Departments	Location	Edit / Delete
Allen	Barry	11	Dean	Biotechnology, Emergency Medical Services		
Joestar	Joseph	09	Dean	Criminal Justice, Dance, Massage Therapy, Philosophy	Conroe Center	
Queen	Oliver	10	Dean	Biotechnology, Chemistry, Computer Information Technology, Criminal J...		
Wayne	Bruce	73	Dean	Automotive Technology, Biotechnology, Business, Chemistry, Computer L...	Creekside Center	

- 7. On the top of the screen, use the search bar to filter and locate specific users efficiently.
  - A. Enter a value in the search bar to filter by fields such as Name, ID, Role, Department, or Location.
  - B. Click the **[Magnifying glass]** icon to apply the filtering in the text box.
  - C. Click the **[Refresh]** icon to remove all filtering from the table.

**Instructional Leadership Management**

VPIs use this form to manage users and their role, location, and department associations.

Hello,

A

B C

Montgomery						
+ Add new record						
Last Name	First Name	ID	Role	Academic Departments	Location	Edit / Delete
Allen	Barry	11	Dean	Biotechnology, Emergency Medical Services		
Joestar	Joseph	09	Dean	Criminal Justice, Dance, Massage Therapy, Philosophy	Conroe Center	
Queen	Oliver	10	Dean	Biotechnology, Chemistry, Computer Information Technology, Criminal J...		
Wayne	Bruce	73	Dean	Automotive Technology, Biotechnology, Business, Chemistry, Computer L...	Creekside Center	

LONE STAR COLLEGE

VTAC Support Online Appointment Help

If you have any questions about the form, please contact VTAC Support at [vtac@lonestar.edu](mailto:vtac@lonestar.edu).

**Ready to fill out the form?**

Click below to get started

**Instructional Leadership Management Form**