

Self-Assessment: Readiness for the CAO Role

I. The CAO (or provost) role generally provides strategic leadership for the academic enterprise at an institution of higher education. However, organizational structures vary across institutions of different types and sizes, and thus specific elements of the position may be somewhat variable. To begin to assess areas of relative strength and weakness, please complete the table below to begin to identify priorities for a professional development plan to help ensure readiness for the CAO role.

Typical Chief Academic Officer Responsibilities:

Domain	Have received considerable training in this area + experience applying it (as a dean)	Have received some training (or have read) about this topic, but have little or no direct experience (as a dean)	Minimal training/minimal knowledge, no direct experience (as a dean)	Essentially no knowledge of this area (as a dean)
Enrollment Management				
Research Affairs				
Graduate Education				
Academic Program Development				
Cultivating Leadership in Directors, Chairs and Deans				
Communications				
Staff Human Resources				
Faculty Human Resources				
University Libraries				
Unions/Labor Relations				
Faculty Governance				
Instructional Technologies				
Post-traditional (Adult) Learners				
Transfer Student Issues				
Supporting Underserved Students				
Cultivating a Diverse Faculty				
Fundraising/Capital Campaigns				

Institutional Transformation/Change Management				
International Affairs				
Learning Outcomes Assessment				
Student Access and Affordability				
Student Retention and Completion				
Faculty Professional Development				
Centers for Teaching and Learning/Teaching Innovations				

II. Many initiatives led by chief academic officers demand close collaboration with other members of the President's/Chancellor's Cabinet. How much knowledge do you have of those roles typically held by other members of the Cabinet?

Cabinet Responsibilities:

Role	Very Familiar	Familiar	Somewhat Unfamiliar	Abject Novice
Student Affairs				
Communications and Marketing				
Risk Management/Legal Issues				
Federal and State Policy Related to Higher Education				
Diversity, Equity & Inclusion				
Crisis Management				
Government and Board Relations				
Corporate Relations				
Budgeting and Financial Management				
Capital Projects/Space Planning				
Athletics				