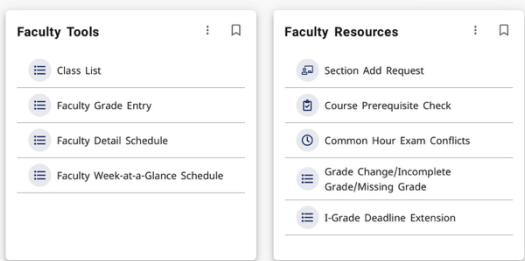


First Week

2026 Montana State University New Faculty Success Checklist

As part of the Center for Faculty Excellence's [Early Career Faculty Success Program](#), these checklists are specifically designed for new faculty – tenured, tenure-track or non-tenure track (instructors) – outlining what you need to know, who to contact and when.

| Item | Instructions | Contact |
|---|---|---|
| ALL FACULTY—Complete by First Week | | |
| <input type="checkbox"/> Complete Tax Forms | Complete your State and Federal W-4 Forms (Employee's Withholding Certificate). <ul style="list-style-type: none"> • State: Montana Employee Withholding & Exemption Certificate • Federal: W-4 Withholding Certificate • More information regarding taxes can be found at: <ul style="list-style-type: none"> ○ Tax Information | Human Resources 406-994-3651 hrrservicecenter@montana.edu |
| <input type="checkbox"/> Explore MyMSU | About MyMSU From the Main menu, click through the tabs across the top: Campus Apps & Resources, Employee Services, Faculty Tools, and Personal Information Faculty Tools include: <ul style="list-style-type: none"> • Class List • Grade Entry • Detail Schedule • Week-at-a-Glance Schedule • And other resources!  | UIT Service Desk 406-994-1777 helpdesk@montana.edu |
| <input type="checkbox"/> Faculty Success Tool | Faculty Success is a central online tool to collect information about faculty activities. It's also the source of information for your faculty webpage. <ul style="list-style-type: none"> • Log in and see what items are in the Faculty Web Profile Template. | University Data & Analytics facultysuccess@montana.edu |
| <input type="checkbox"/> Ways to stay informed | To stay informed on campus activities and events. <ul style="list-style-type: none"> • MSU website – The main MSU website has news, events, & an overview of MSU. • MSU Today – Calendar of events happening on campus. | See links |

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| | <ul style="list-style-type: none"> • CFE Newsletter – The CFE sends a newsletter every other week of upcoming events and important information for faculty. • Funding Opportunity Announcements - The Office of Research Development (ORD) curates a list, every week, of new funding opportunity announcements (FOAs) from major federal and private sponsors. Sign up to get an email every Tuesday with those FOAs. • Research News – Research and Economic Development at MSU send a weekly email with Research News. | |
| <input type="checkbox"/> Explore Campus & the Community | <ul style="list-style-type: none"> • Virtual Tour • Parking • Amenities • Bozeman Campus Map • About Bozeman | See links |
| <input type="checkbox"/> Review the Following | <ul style="list-style-type: none"> • Policies and Procedures • Expectations and Conduct • Faculty Handbook • Non-Tenure Track Collective Bargaining Agreement <ul style="list-style-type: none"> • NTT Guidelines to apply for title advancement • NTT title advancement application • Center for Faculty Excellence: New Faculty webpage <ul style="list-style-type: none"> • Glossary of Terms – this webpage has a list of some terms you might hear as you walk around campus. | Ask your Unit Administrator if you have questions. |

TEACHING

| | | |
|--|--|--|
| <input type="checkbox"/> Review the Academic Calendar | Review Academic Calendar – familiarize yourself with the dates for drop, course evaluation, grades due date and other important dates. | Registrar’s Office 406-994-6650 registrar@montana.edu |
| <input type="checkbox"/> Create your Syllabus | Learn about Creating Your Syllabus and how to incorporate it into your first class . | Center for Faculty Excellence 406-994-4555 cfe@montana.edu |
| <input type="checkbox"/> Access Course Evaluations | Access your faculty course evaluation account and review the Course Evaluation Questions to understand how your teaching is being evaluated. | Center for Faculty Excellence 406-994-4555 cfe@montana.edu |
| <input type="checkbox"/> Sign up for a Workshop | Consider signing up for Center for Faculty Excellence upcoming workshops or watch recorded workshops or listen to CFE podcasts . | Center for Faculty Excellence 406-994-4555 cfe@montana.edu |
| <input type="checkbox"/> Learn more About... | <ul style="list-style-type: none"> • The Center for Student Success and the Student Code of Conduct. • Canvas Learning Management System – Help for Faculty to get started • NavMSU – An online platform that streamlines communications with students. | See links |

RESEARCH

| | | |
|--|---|---|
| <input type="checkbox"/> Learn about Procurement Services | Procurement Services provides professional purchasing services for instructional, research, and administrative components of the University— Learn more about making purchases for your research here . | Procurement & Contract Services 406-994-3211 procurement@montana.edu |
| <input type="checkbox"/> Learn About Smartbuy | You’ll use the SmartBuy system for purchasing. | smartbuymSU@montana.edu |
| <input type="checkbox"/> Complete Training | Via the Office of Research Integrity and Compliance Training Webpage . | Research Integrity & Compliance 406-994-6732 |
| <input type="checkbox"/> Review Startup Funds | Check with your Unit fiscal manager to discuss what your package entails and how you can use it to support your success. | Unit fiscal manager |