

First Semester

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 Semester		
☐ Complete Incomplete Tasks	Complete incomplete tasks from previous checklists.	
☐ Meet with Mentors	Meet with your mentor regularly and begin cultivating a network of mentors for teaching and/or scholarship.	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
☐ Review your Role & Scope	Tenure-Track: Role & Scope documents outline the expectations for Retention, Tenure & Promotion from your department, college and university.	Office of the Provost 406-994-4371 provost@montana.edu
☐ Review Cultural Awareness	Review important cultural awareness and access initiatives at Montana State University via MSU Access & Success .	Access & Success 406-994-1040
☐ Attend Learning Community Sessions and Explore Opportunities	Attend the Early Career Learning Community sessions to continue to connect with your colleagues and start planning for your success.	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
☐ Attend Commencement	Consider attending commencement at the end of the semester.	
☐ Provide Feedback	Please provide feedback on the onboarding process.	Center for Faculty Excellence

	- What was the most valuable to you during this process? - What do you think could be done differently to make the process easier/more effective for new employees? Please answer these questions in this survey.	406-994-4555 cfe@montana.edu
TEACHING		
☐ Learn about your Role in Advising Students	- Find resources for Advisors on the Advising Commons website. DegreeWorks - a web-based degree planning and audit system designed to help students and academic advisors monitor progress toward degree completion. Graduate Student advising and Graduate School resources for Faculty	Advising Commons advising@montana.edu Graduate School 406-994-4145 gradschool@montana.edu
☐ Student Success Resources	Early Alert Program - As faculty and staff, you are in a unique position to help identify and support students who would benefit from additional resources and guidance to foster academic success. Please submit an Early Alert if you have concerns about your student(s).	AYCSS 406-994-7627 aycss@montana.edu
☐ Learn about MSU CARE	MSU CARE Program - to promote the safety and wellness of the University, MSU CARE addresses behaviors that are disruptive or concerning and may include mental health and/or safety issues. Submit a CARE referral for a student.	Office of the Dean of Students 406-994-2826 Deanofstudents@montana.edu
☐ Submit Grades	Submit your grades through MyMSU by the first Monday by midnight after finals end.	Office of the Registrar 406-994-6650 registrar@montana.edu
☐ Review course evaluations	Access your course evaluations from this webpage Consider setting up a consultation with CFE Instructional Designer to review course evaluation results.	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
SCHOLARSHIP		

☐ Apply for Internal Grants	Consider applying for a Faculty Excellence Grant to support your scholarship. Applications are accepted in the fall and spring. • Explore these Grant Opportunities for New Faculty • Internal grants through Research and Economic Development • Talk to your Unit Administrator about your plans	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
☐ Apply for External Grants	Explore the finding funding resources and other resources from the Office of Research Development • Talk to your Unit Administrator about your plans • Once you have an opportunity identified, start the approval process by completing an electronic proposal clearance form (ePCF).	Office of Research Development ord@montana.edu
☐ Attend Required Principal Investigator Training	The Principal Investigator training is designed to ensure that all investigators have the information needed to conduct their research in compliance with both federal and state regulations. Learn more and find out when the next training will be held.	Office of Sponsored Programs 406-994-2381 research@montana.edu
☐ Learn about the Core Facilities at MSU	Core facilities provide access to research resources such as state-of-the-art instrumentation and expertise, which are shared by the entire MSU campus community, external academics, and industry.	Core Facilities 406-994-6821 corefacilities@montana.edu
☐ Learn about the research computing resources	Research Cyberinfrastructure serves as a central resource for the Information Technology (IT) and Cyberinfrastructure (CI) systems, services, and support needed to enable and promote advanced research	Research Cyberinfrastructure 406-994-1777 rci-support@montana.edu
☐ Think About your Data Management Needs	The MSU Library - Research Optimization, Analytics, and Data Services (ROADS) provides research visibility and publishing support, data archiving and sharing, and research projects in support of open knowledge for all.	Learn about the ROADS group
☐ Laboratory Equipment	Need laboratory equipment? Consider these options:	See links

	• Investigate the Laboratory Equipment Donation Grant Program (LEDP) - This program permits universities, colleges & other non-profit educational institutions to acquire used energy-related lab equipment. • Consider these grant opportunities for equipment: • M.J. Murdock Charitable Trust Equipment Grant • NSF Major Research Instrumentation Program (limited submission) • NIH Shared Instrumentation Grants • The Faculty Excellence Grants can also be used for equipment	
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