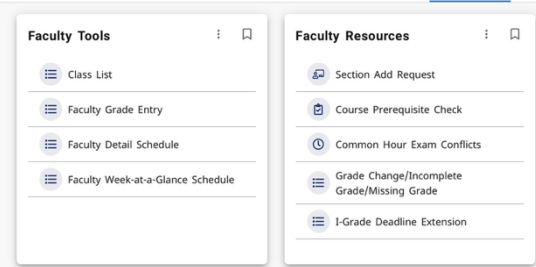


First Week

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		
☐ Complete Tax Forms	Complete your State and Federal W-4 Forms (Employee's Withholding Certificate). - State: Montana Employee Withholding & Exemption Certificate - Federal: W-4 Withholding Certificate - More information regarding taxes can be found at: Tax Information	Human Resources 406-994-3651 hrrservicecenter@montana.edu
☐ 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: - Class List - Grade Entry - Detail Schedule - Week-at-a-Glance Schedule - And other resources! 	UIT Service Desk 406-994-1777 helpdesk@montana.edu
☐ 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. Log in and see what items are in the Faculty Web Profile Template.	University Data & Analytics facultysuccess@montana.edu
☐ Ways to stay informed	To stay informed on campus activities and events. MSU website – The main MSU website has news, events, & an overview of MSU. MSU Today – Calendar of events happening on campus.	See links

	• 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 sends a weekly email with what’s going in research.	
☐ Explore Campus & the Community	• Virtual Tour • Parking • Amenities • Bozeman Campus Map • About Bozeman	See links
☐ Review the Following	• Policies and Procedures • Expectations and Conduct • Faculty Handbook • Non-Tenure Track Collective Bargaining Agreement • NTT Guidelines to apply for title advancement • NTT title advancement application • Center for Faculty Excellence: New Faculty webpage • 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

☐ 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
☐ 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
☐ Accessibility 101	Montana State University is committed to providing digital content that is accessible to everyone. New federal regulations require that all digital materials be accessible, including course materials, webpages, PDFs, videos, and other online resources. Learn more about digital accessibility rule of 5.	See the complete list on the Digital Accessibility website
☐ 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
☐ 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
☐ Learn more About...	• Success Advising 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

☐ 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
☐ Learn About Smartbuy	You'll use the SmartBuy system for purchasing.	smartbuysu@montana.edu
☐ Complete Training	Via the Research Integrity and Compliance Training Webpage .	Research Integrity & Compliance 406-994-6732

☐ 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. Learn more about best practices with funds from Research and Economic Development	Unit fiscal manager
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