

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		
<input type="checkbox"/> Complete Incomplete Tasks	Complete incomplete tasks from previous checklists.	
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> Review Cultural Awareness	Review important cultural awareness and access initiatives at Montana State University via MSU Access & Success .	Access & Success 406-994-1040
<input type="checkbox"/> Attend Learning Community Sessions and Explore Opportunities	Attend the Early Career Learning Community session to continue to connect with your colleagues and start planning for your success. <ul style="list-style-type: none"> • Successfully Cultivating your Network of Mentors, Sponsors, and Collaborators <ul style="list-style-type: none"> ○ 01/14/2026 12:00 – 1:30 pm Register now • Moving through Resistance and Successful Grant Writing and Fellowships <ul style="list-style-type: none"> ○ 02/11/2026 9:00 – 10:30 am Register now • Managing Students, Labs, Teams, and Difficult Colleagues 	Center for Faculty Excellence 406-994-4555 cfe@montana.edu

	○ 03/11/2026 12:00 – 1:30 pm Register now	
<input type="checkbox"/> Attend Commencement	Consider attending commencement on Friday, May 8th.	
<input type="checkbox"/> Provide Feedback	<p>Please provide feedback on the onboarding process.</p> <ul style="list-style-type: none"> • 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. 	<p>Center for Faculty Excellence 406-994-4555 cfe@montana.edu</p>
TEACHING		
<input type="checkbox"/> Learn about your Role in Advising Students	<ul style="list-style-type: none"> • 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 	<p>Advising Commons advising@montana.edu</p> <p>Graduate School 406-994-4145 gradschool@montana.edu</p>
<input type="checkbox"/> 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).	<p>AYCSS 406-994-7627 aycss@montana.edu</p>
<input type="checkbox"/> 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.	<p>Office of the Dean of Students 406-994-2826 Deanofstudents@montana.edu</p>
<input type="checkbox"/> Submit Grades	Submit your grades through MyMSU. Deadline: Monday, May 11 by midnight	<p>Office of the Registrar 406-994-6650 registrar@montana.edu</p>
<input type="checkbox"/> Review course evaluations	Access your course evaluations from this webpage	<p>Center for Faculty Excellence 406-994-4555 cfe@montana.edu</p>

	<ul style="list-style-type: none"> Consider setting up a consultation with CFE Instructional Designer to review course evaluation results. 	
SCHOLARSHIP		
<input type="checkbox"/> Apply for Internal Grants	<p>Consider applying for a Faculty Excellence Grant to support your scholarship. Deadline: Friday, March 13, 2026.</p> <ul style="list-style-type: none"> Explore these Grant Opportunities for New Faculty Talk to your Unit Administrator about your plans 	<p>Center for Faculty Excellence 406-994-4555 cfe@montana.edu</p>
<input type="checkbox"/> Apply for External Grants	<p>Explore the finding funding resources and other resources from the Office of Research Development</p> <ul style="list-style-type: none"> 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). 	<p>Office of Research Development ord@montana.edu</p>
<input type="checkbox"/> Attend Required Principal Investigator Training	<p>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.</p>	<p>Office of Sponsored Programs 406-994-2381 research@montana.edu</p>
<input type="checkbox"/> Learn about the Core Facilities at MSU	<p>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.</p>	<p>Core Facilities 406-994-6821 corefacilities@montana.edu</p>
<input type="checkbox"/> Learn about the research computing resources	<p>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</p>	<p>Research Cyberinfrastructure 406-994-1777 rci-support@montana.edu</p>
<input type="checkbox"/> Think About your Data	<p>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.</p>	<p>Learn about the ROADS group</p>

Management Needs		
<input type="checkbox"/> Laboratory Equipment	<p>Need laboratory equipment? Consider these options:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 	See links