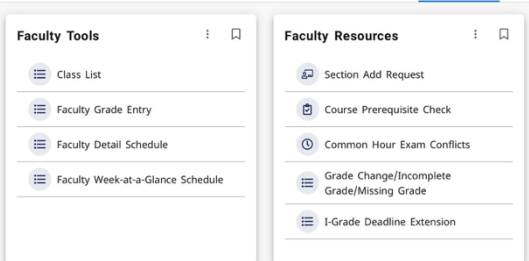


First Week

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	<p>Complete your State and Federal W-4 Forms (Employee's Withholding Certificate).</p> <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 	<p>Human Resources 406-994-3651 hrrservicecenter@montana.edu</p>
<input type="checkbox"/> Explore MyMSU	<p>About MyMSU</p> <p>From the Main menu, click through the tabs across the top: Campus Apps & Resources, Employee Services, Faculty Tools, and Personal Information</p> <p>Faculty Tools include:</p> <ul style="list-style-type: none"> Class List Grade Entry Detail Schedule Week-at-a-Glance Schedule And other resources! 	<p>UIT Service Desk 406-994-1777 helpdesk@montana.edu</p>
<input type="checkbox"/> Faculty Success Tool	<p>Faculty Success is a central online tool to collect information about faculty activities. It's also the source of information for your faculty webpage.</p> <ul style="list-style-type: none"> Log in and see what items are in the Faculty Web Profile Template. 	<p>University Data & Analytics facultysuccess@montana.edu</p>
<input type="checkbox"/> Ways to stay informed	<p>To stay informed on campus activities and events.</p> <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. 	<p>See links</p>

	<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.	smartbuymisu@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