

## First Month

### 2025 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
<b>ALL FACULTY—Complete by First Month</b> <b>The following three items must be complete within 30 days of your start date.</b>		
<input type="checkbox"/> <b>New Employee Benefit Orientation (NEBO)</b>	<p><b>IMPORTANT!</b> Accessing Choices: Account access for benefits enrollment may take 2-5 business days after your start date.</p> <ul style="list-style-type: none"> <li>Complete Online CHOICES Enrollment <a href="https://choices.mus.edu/">https://choices.mus.edu/</a></li> </ul> <p><b>IMPORTANT!</b> Enrolling Spouses and Supplemental Plans: Please refer to <a href="#">On Demand Training</a>.</p>	<p>Human Resources 406-994-3651 <a href="mailto:hrrservicecenter@montana.edu">hrrservicecenter@montana.edu</a></p>
<input type="checkbox"/> <b>Complete Retirement Enrollment</b>	<p><a href="#">Learn about retirement from MSU</a> Faculty Employees (TIAA) - Complete Online TIAA/CREF Retirement Enrollment.</p> <ul style="list-style-type: none"> <li><a href="https://www.tiaa.org/public/tcm/montana">https://www.tiaa.org/public/tcm/montana</a> (Plan Code: 101315)</li> </ul> <p>Retirement System Information for Previous Employment (if applicable)</p> <ul style="list-style-type: none"> <li>Print and complete a <a href="#">paper copy from this webpage</a> &gt; Onboarding Documents &gt; Benefits &gt; Previous Employment – Retirement System Information (Return to MSU Benefits).</li> </ul>	<p>TIAA Retirement Specialist 800-842-2252 Weekdays, 8 a.m to 10 p.m. (ET)</p>
<input type="checkbox"/> <b>Complete MyInfo trainings</b>	<p><b>My Apps</b></p> <ul style="list-style-type: none"> <li>Intellectual Property Agreement</li> <li>Essential Training <ul style="list-style-type: none"> <li>Building Supportive Communities: Clery Act and Title IX (About 60 minutes.)</li> <li>Family Educational Rights and Privacy Act (FERPA) basics (About 30 minutes.)</li> <li>Americans with Disability Act (ADA) at Montana State University (About 45 minutes.)</li> </ul> </li> </ul>	<p>University Compliance <a href="mailto:Compliance@montana.edu">Compliance@montana.edu</a></p>

	<ul style="list-style-type: none"> <li>• Conflict of Interest - What all MSU employees need to know (About 20 minutes.)</li> <li>• Indian Education for All in Montana for One MSU</li> <li>• Vehicle Use Agreement Form</li> </ul>	
OTHER ITEMS		
<input type="checkbox"/> <b>Travel procedures</b>	We use a purchasing card and <a href="#">Chrome River</a> to manage the travel authorization and payment process.	<a href="#">Chrome River Help</a> <a href="#">Chrome River Help Email</a>
<input type="checkbox"/> <b>Purchasing card</b>	A <a href="#">purchasing card</a> should only be obtained if you plan on traveling for your position and/or will be making purchases on behalf of your department.	University Business Services 406-994-5727 <a href="mailto:pcard@montana.edu">pcard@montana.edu</a>
<input type="checkbox"/> <b>Annual Reviews</b>	Speak with your Unit administrator about expectations for your role and how you will be evaluated at your <a href="#">annual review</a> in January/February.	Unit administrator
<input type="checkbox"/> <b>Meet with your mentor</b>	Meet with your faculty mentor through the <a href="#">CFE mentoring program</a> .	Center for Faculty Excellence 406-994-4555 <a href="mailto:cfe@montana.edu">cfe@montana.edu</a>
<input type="checkbox"/> <b>Safety &amp; Risk Info</b>	Visit the <a href="#">Safety &amp; Risk Management</a> website . <ul style="list-style-type: none"> <li>• <a href="#">Winter Traction Aid Program</a> - To avoid injury, winter traction aids are available at no cost.</li> </ul>	Safety and Risk Management 406-994-2711 <a href="mailto:Ryan.brickman@montana.edu">Ryan.brickman@montana.edu</a>
<input type="checkbox"/> <b>Attend learning community sessions</b>	Attend <a href="#">Early Career Learning Community</a> in September to get to know your colleagues and talk about getting started at MSU.	Center for Faculty Excellence 406-994-4555 <a href="mailto:cfe@montana.edu">cfe@montana.edu</a>
<input type="checkbox"/> <b>Learn about upcoming CFE events</b>	View upcoming <a href="#">CFE events</a> .	Center for Faculty Excellence 406-994-4555 <a href="mailto:cfe@montana.edu">cfe@montana.edu</a>
<input type="checkbox"/> <b>Think about generative AI</b>	Think about how generative AI plays into your role as a faculty member. <ul style="list-style-type: none"> <li>• <a href="#">Classroom</a></li> <li>• <a href="#">Research/Creative Activities</a></li> </ul>	Research Alliance <a href="mailto:researchalliance@montana.edu">researchalliance@montana.edu</a>

## TEACHING

<input type="checkbox"/> <b>Consult with Instructional Designers</b>	Consider setting up a <a href="#">consultation with an instructional designer</a> to talk about the structure of your course and class assignments.	Center for Faculty Excellence 406-994-4555 <a href="mailto:cfe@montana.edu">cfe@montana.edu</a>
<input type="checkbox"/> <b>Learn NavMSU</b>	Learn how to use <a href="#">NavMSU</a> – An online platform that streamlines communications with students.	Office of the Registrar 406-994-6650 <a href="mailto:registrar@montana.edu">registrar@montana.edu</a>

## RESEARCH

<input type="checkbox"/> <b>Attend a Research Training</b>	New faculty will receive an email invite to meet with our Research and Economic Development (RED) Leadership team to give an overview of our research enterprise and to share information about our units that will be helpful with the transition.	Office of Research and Economic Development 406-994-2891 <a href="mailto:research@montana.edu">research@montana.edu</a>
<input type="checkbox"/> <b>Learn about Upcoming Research Related Events</b>	Learn about the <a href="#">upcoming workshops and events</a> such as Idea Incubator: Brainstorming Creative Research Ideas, Intro to Grants and Finding Funding.	Office of Research Development <a href="mailto:ord@montana.edu">ord@montana.edu</a>
<input type="checkbox"/> <b>Learn about Undergraduate Research Support</b>	Visit the <a href="#">Undergraduate Scholars Program</a> (USP) website to learn how to involve students in your research and creative activities. <ul style="list-style-type: none"> <li>The USP program is here to help undergraduate students in all disciplines pursue research, scholarship, and creative projects.</li> <li><a href="#">Undergraduate Research Opportunities</a></li> </ul>	Undergraduate Scholars Program 406-994-3561 <a href="mailto:usp@montana.edu">usp@montana.edu</a>
<input type="checkbox"/> <b>Visit the Research Alliance</b>	Visit the <a href="#">Research Alliance</a> website to see how the Research Alliance can help you get started in your research. <ul style="list-style-type: none"> <li>The Research Alliance is a consortium of research support units across campus that includes the <a href="#">Office of Research Development</a>, the <a href="#">Center for Faculty Excellence</a>, the <a href="#">MSU Library</a>, <a href="#">Undergraduate Research</a> and <a href="#">Research Cyberinfrastructure</a> working together to support and increase the excellence of the university's research enterprise.</li> </ul>	Research Alliance <a href="mailto:researchalliance@montana.edu">researchalliance@montana.edu</a>
<input type="checkbox"/> <b>Setup Alerts for Funding Opportunities</b>	<a href="#">GrantForward</a> is a search engine dedicated to helping Montana State University investigators find grants to fund their research.	Office of Research Development <a href="mailto:ord@montana.edu">ord@montana.edu</a>