## First Semester

# 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 |
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| **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 session to continue to connect with your colleagues and start planning for your success. <ul><li>**Successfully Navigating Challenges in the Classroom**<ul><li>10/8/2025 \|\| 9:00 – 10:30 am  Register now</li></ul></li><li>**Strategies for Enhancing Your Productivity in Research, Creative Practice, and/or Teaching**<ul><li>11/12/2025 \|\| 12:00 – 1:30 pm Register now</li></ul></li><li>**Departmental Expectations for Career and Tenure Track Faculty**<ul><li>12/10/2025 \|\| 9:00 – 10:30 am Register now</li></ul></li></ul> | Center for Faculty Excellence 406-994-4555 cfe@montana.edu |
| ❑ **Attend Commencement** | Consider attending commencement on Friday, December 12th. | |
| ❑ **Provide Feedback** | Please provide feedback on the onboarding process. <ul><li>What was the most valuable to you during this process?</li></ul> | Center for Faculty Excellence |

**Updated:** 8/1/25

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| | • What do you think could be done differently to make the process easier/more effective for new employees?<br>• Please answer these questions in this survey. | 406-994-4555<br>cfe@montana.edu |

## TEACHING

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| ☐ **Learn about your Role in Advising Students** | • Find resources for Advisors on the Advising Commons website.<br>• DegreeWorks - a web-based degree planning and audit system designed to help students and academic advisors monitor progress toward degree completion.<br>• Graduate Student advising and Graduate School resources for Faculty | Advising Commons<br>advising@montana.edu<br><br>Graduate School<br>406-994-4145<br>gradschool@montana.edu |
| ☐ **Student Success Resources** | Allen Yarnell Center for Student Success (AYCSS) Early Alert - 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<br>406-994-7627<br>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<br>406-994-2826<br>Deanofstudents@montana.edu |
| ☐ **Submit Grades** | Submit your grades through MyInfo. **Deadline:** Monday, December 15 by midnight | Office of the Registrar<br>406-994-6650<br>registrar@montana.edu |
| ☐ **Review course evaluations** | Access your course evaluations from this webpage<br>• Consider setting up a consultation with CFE Instructional Designer to review course evaluation results. | Center for Faculty Excellence<br>406-994-4555<br>cfe@montana.edu |

## SCHOLARSHIP

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| ☐ **Apply for Internal Grants** | Consider applying for a Faculty Excellence Grant to support your scholarship. Deadline: Friday, October 31, 2025.<br>• Explore these Grant Opportunities for New Faculty<br>• Talk to your Unit Administrator about your plans | Center for Faculty Excellence<br>406-994-4555<br>cfe@montana.edu |
| ☐ **Apply for External Grants** | Explore the finding funding resources and other resources from the Office of Research Development | Office of Research Development |

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| | • Talk to your Unit Administrator about your plans<br>• Once you have an opportunity identified, start the approval process by completing an electronic proposal clearance form (ePCF). | 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:<br>• 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.<br>• Consider these grant opportunities for equipment:<br>   • M.J. Murdock Charitable Trust Equipment Grant<br>   • NSF Major Research Instrumentation Program (limited submission)<br>   • NIH Shared Instrumentation Grants<br>   • The Faculty Excellence Grants can also be used for equipment | See links |