

## First Week

# 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 Week</b>		
<input type="checkbox"/> <b>Complete Tax Forms</b>	<p>Complete your State and Federal W-4 Forms (Employee's Withholding Certificate).</p> <ul style="list-style-type: none"> <li>State: <a href="#">Montana Employee Withholding &amp; Exemption Certificate</a></li> <li>Federal: <a href="#">W-4 Withholding Certificate</a></li> <li>More information regarding taxes can be found at: <ul style="list-style-type: none"> <li><a href="#">Tax Information</a></li> </ul> </li> </ul>	<p>Human Resources 406-994-3651 <a href="mailto:hrrservicecenter@montana.edu">hrrservicecenter@montana.edu</a></p>
<input type="checkbox"/> <b>Explore MyInfo</b>	<p>From the Main menu, click through the tabs across the top: Personal Information, Employee Services, Parking Services, MyApps, and Notifications.</p> <ul style="list-style-type: none"> <li><b>Personal Information Tab</b></li> <li><b>Employee Services Tab</b> <ul style="list-style-type: none"> <li>Time Sheet – Completed every other Monday by noon (first one is 8/25/25)</li> <li>Pay Information – first pay date is 9/3/25 (<a href="#">see calendar</a>)</li> <li>Tax Forms</li> <li>Current and Past Jobs</li> <li>Time Off Current Balances and History</li> </ul> </li> <li><b>Parking Services Tab</b> <ul style="list-style-type: none"> <li>Pay or Appeal a Citation</li> <li>Update Your Vehicle Information</li> <li>Purchase Permits and Register Vehicles Online</li> </ul> </li> <li><b>Faculty Tab</b> <ul style="list-style-type: none"> <li>Faculty Grade Entry</li> <li>Student Academic Review</li> <li>Faculty Schedule by Day and Time</li> <li>Access to navMSU</li> </ul> </li> <li><b>Advising Services</b> <ul style="list-style-type: none"> <li>Degreeeworks</li> </ul> </li> </ul>	<p>UIT Service Desk 406-994-1777 <a href="mailto:helpdesk@montana.edu">helpdesk@montana.edu</a></p>

Updated: 8/1/25



**MONTANA**  
STATE UNIVERSITY

Center for  
Faculty Excellence

	<ul style="list-style-type: none"> <li>○ navMSU</li> <li>○ Advising Student Profile</li> <li>○ Student menu</li> <li>○ Advisor menu</li> <li>○ Advisor Orientation Tools</li> <li>● <b>My Apps (Completion Required Within 30 Days of Start Date)</b> <ul style="list-style-type: none"> <li>○ Intellectual Property Agreement</li> <li>○ Essential Training</li> <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> <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> </li> </ul>	
<input type="checkbox"/> <b>Faculty Success Tool</b>	<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"> <li>● <a href="#">Log in</a> and see what items are in the <a href="#">Faculty Web Profile Template</a>.</li> </ul>	<p>University Data &amp; Analytics  <a href="mailto:facultysuccess@montana.edu">facultysuccess@montana.edu</a></p>
<input type="checkbox"/> <b>Ways to stay informed</b>	<p>To stay informed on campus activities and events.</p> <ul style="list-style-type: none"> <li>● <a href="#">MSU website</a> – The main MSU website has news, events, &amp; an <a href="#">overview of MSU</a>.</li> <li>● <a href="#">MSU Today</a> – Calendar of events happening on campus.</li> <li>● <a href="#">CFE Newsletter</a> – The CFE sends a newsletter every other week of upcoming events and important information for faculty.</li> <li>● <a href="#">Funding Opportunity Announcements</a> - The Office of Research Development (ORD) curates a list, every week, of new funding opportunity announcements (FOAs) from major federal and private sponsors. <a href="#">Sign up to get an email</a> every Tuesday with those FOAs.</li> <li>● <a href="#">Research News</a> – Research and Economic Development at MSU send a weekly email with <a href="#">Research News</a>.</li> </ul>	<p>See links</p>

<input type="checkbox"/> <b>Explore Campus &amp; the Community</b>	<ul style="list-style-type: none"> <li>• <a href="#">Virtual Tour</a></li> <li>• <a href="#">Parking</a></li> <li>• <a href="#">Amenities</a></li> <li>• <a href="#">Bozeman Campus Map</a></li> <li>• <a href="#">About Bozeman</a></li> </ul>	See links
<input type="checkbox"/> <b>Review the Following</b>	<ul style="list-style-type: none"> <li>• <a href="#">Policies and Procedures</a></li> <li>• <a href="#">Expectations and Conduct</a></li> <li>• <a href="#">Faculty Handbook</a></li> <li>• <a href="#">Non-Tenure Track Collective Bargaining Agreement</a> <ul style="list-style-type: none"> <li>• <a href="#">NTT Guidelines to apply for title advancement</a></li> <li>• <a href="#">NTT title advancement application</a></li> </ul> </li> <li>• Center for Faculty Excellence: <a href="#">New Faculty webpage</a> <ul style="list-style-type: none"> <li>• <a href="#">Glossary of Terms</a> – this webpage has a list of some terms you might hear as you walk around campus.</li> </ul> </li> </ul>	Ask your Unit Administrator if you have questions.
<b>TEACHING</b>		
<input type="checkbox"/> <b>Review the Academic Calendar</b>	Review <a href="#">Academic Calendar</a> – familiarize yourself with the dates for drop, course evaluation, grades due date and other important dates.	Registrar's Office 406-994-6650 <a href="mailto:registrar@montana.edu">registrar@montana.edu</a>
<input type="checkbox"/> <b>Create your Syllabus</b>	Learn about <a href="#">Creating Your Syllabus</a> and how to incorporate it into <a href="#">your first class</a> .	Center for Faculty Excellence 406-994-4555 <a href="mailto:cfe@montana.edu">cfe@montana.edu</a>
<input type="checkbox"/> <b>Access Course Evaluations</b>	Access your faculty <a href="#">course evaluation account</a> and review the Course Evaluation Questions to understand how your teaching is being evaluated.	Center for Faculty Excellence 406-994-4555 <a href="mailto:cfe@montana.edu">cfe@montana.edu</a>
<input type="checkbox"/> <b>Sign up for a Workshop</b>	Consider signing up for <a href="#">Active Learning: Rethinking Your Teaching to Promote Deeper Learning on August 27<sup>th</sup></a>	Center for Faculty Excellence 406-994-4555 <a href="mailto:cfe@montana.edu">cfe@montana.edu</a>
<input type="checkbox"/> <b>Learn more About...</b>	<ul style="list-style-type: none"> <li>• <a href="#">The Center for Student Success</a> and the <a href="#">Student Code of Conduct</a>.</li> <li>• <a href="#">Canvas Learning Management System</a> – <a href="#">Help for Faculty to get started</a></li> <li>• <a href="#">NavMSU</a> – An online platform that streamlines communications with students.</li> </ul>	See links

## RESEARCH

<input type="checkbox"/> <b>Learn about Procurement Services</b>	Procurement Services provides professional purchasing services for instructional, research, and administrative components of the University— <a href="#">Learn more about making purchases for your research here.</a>	Procurement & Contract Services 406-994-3211 <a href="mailto:procurement@montana.edu">procurement@montana.edu</a>
<input type="checkbox"/> <b>Learn About Smartbuy</b>	You'll use the <a href="#">SmartBuy</a> system for purchasing.	<a href="mailto:smartbuysu@montana.edu">smartbuysu@montana.edu</a>
<input type="checkbox"/> <b>Complete Training</b>	Via the <a href="#">Office of Research Integrity and Compliance Training Webpage.</a>	Research Integrity & Compliance 406-994-6732
<input type="checkbox"/> <b>Review Startup Funds</b>	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