

First Year

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
ALL FACULTY—Complete by First Year		
<input type="checkbox"/> Complete Incomplete Tasks	Complete any tasks from the first semester checklist that remain incomplete.	
<input type="checkbox"/> Attend RTP Training	Tenure-Track: Training on putting together your dossier for Retention, Tenure and Promotion (RTP) is offered each spring. Learn more about RTP and when the training will be held.	Office of the Provost 406-994-4371 provost@montana.edu
<input type="checkbox"/> Keep Faculty Success Current	Update your accomplishments and activities in Faculty Success .	University Data & Analytics facultysuccess@montana.edu
<input type="checkbox"/> Attend commencement	Consider attending commencement on Friday, May 8 th .	
TEACHING		
<input type="checkbox"/> Review course evaluations	Access your course evaluations from this webpage . <ul style="list-style-type: none"> Consider setting up a consultation with CFE Instructional Designer to review course evaluation results . 	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
<input type="checkbox"/> Apply for Teaching Grant	<ul style="list-style-type: none"> Consider applying for internal grants to support your teaching (Spring 2026). 	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
<input type="checkbox"/> Submit grades	<ul style="list-style-type: none"> Submit grades through MyInfo. Deadline: Monday, May 11 by midnight. 	Office of the Registrar 406-994-6650 registrar@montana.edu
SCHOLARSHIP		
<input type="checkbox"/> Attend Mentor Trainings	Attend mentoring trainings offered through CFE and Undergraduate Research (May 2026).	Center for Faculty Excellence

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		406-994-4555 cfe@montana.edu
<input type="checkbox"/> Apply for Research Grants	<p>Consider applying for a Faculty Excellence Grant to support your scholarship (Spring 2026).</p> <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>Center for Faculty Excellence 406-994-4555 cfe@montana.edu</p> <p>Office of Research Development ord@montana.edu</p>