

First Year

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 Year		
☐ Complete Incomplete Tasks	Complete any tasks from the first semester checklist that remain incomplete.	
☐ 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
☐ Keep Faculty Success Current	Update your accomplishments and activities in Faculty Success .	University Data & Analytics facultysuccess@montana.edu
☐ Attend commencement	Consider attending commencement at the end of the semester.	
TEACHING		
☐ Review course evaluations	Access your course evaluations from this webpage . Consider setting up a consultation with CFE Instructional Designer to review course evaluation results .	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
☐ Apply for Teaching Grant	Consider applying for internal grants to support your teaching (Spring semester for the next academic year).	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
☐ Submit grades	Submit grades through MyMSU by the first Monday by midnight after finals end.	Office of the Registrar 406-994-6650 registrar@montana.edu
SCHOLARSHIP		
☐ Attend Mentor Trainings	Attend mentoring trainings offered through CFE and Undergraduate Research in May after classes end.	Center for Faculty Excellence

Updated: 7/15/26

		406-994-4555 cfe@montana.edu
☐ Apply for Research Grants	Consider applying for a Faculty Excellence Grant to support your scholarship. Applications are accepted in the fall and spring. Explore the finding funding resources and other resources from the Office of Research Development • 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).	Center for Faculty Excellence 406-994-4555 cfe@montana.edu Office of Research Development ord@montana.edu