

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
ALL FACULTY—Complete by First Month The following three items must be complete within 30 days of your start date.		
☐ New Employee Benefit Orientation (NEBO)	IMPORTANT! Accessing Choices: Account access for benefits enrollment may take 2-5 business days after your start date. Complete Online CHOICES Enrollment https://choices.mus.edu/ IMPORTANT! Enrolling Spouses and Supplemental Plans: Please refer to On Demand Training.	Human Resources 406-994-3651 hrrservicecenter@montana.edu
☐ Complete Retirement Enrollment	Learn about retirement from MSU Faculty Employees (TIAA) - Complete Online TIAA/CREF Retirement Enrollment. https://www.tiaa.org/public/tcm/montana (Plan Code: 101315) Retirement System Information for Previous Employment (if applicable) - Print and complete a paper copy from this webpage > Onboarding Documents > Benefits > Previous Employment – Retirement System Information (Return to MSU Benefits).	TIAA Retirement Specialist 800-842-2252 Weekdays, 8 a.m to 10 p.m. (ET)
☐ Complete MyInfo trainings	My Apps - Intellectual Property Agreement - Essential Training (available in Canvas – if you aren't enrolled, please reach out to compliance@montana.edu) - Building Supportive Communities: Clery Act and Title IX (About 60 minutes.) - Family Educational Rights and Privacy Act (FERPA) basics (About 30 minutes.) - Americans with Disability Act (ADA) at Montana State University (About 45 minutes.)	University Compliance Compliance@montana.edu

	• Conflict of Interest - What all MSU employees need to know (About 20 minutes.) • Indian Education for All in Montana for One MSU • Vehicle Use Agreement Form	
OTHER ITEMS		
☐ Travel procedures	We use a purchasing card and Chrome River to manage the travel authorization and payment process.	Chrome River Help Chrome River Help Email
☐ Purchasing card	A purchasing card 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 pcard@montana.edu
☐ Annual Reviews	Speak with your Unit administrator about expectations for your role and how you will be evaluated at your annual review in January/February.	Unit administrator
☐ Meet with your mentor	Meet with your faculty mentor through the CFE mentoring program .	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
☐ Safety & Risk Info	Visit the Safety & Risk Management website . • Winter Traction Aid Program - To avoid injury, winter traction aids are available at no cost.	Safety and Risk Management 406-994-2711 Ryan.brickman@montana.edu
☐ Attend learning community sessions	Attend Early Career Learning Community in September to get to know your colleagues and talk about getting started at MSU.	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
☐ Learn about upcoming CFE events	View upcoming CFE events .	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
☐ Think about generative AI	Think about how generative AI plays into your role as a faculty member. • Classroom • Research/Creative Activities	Research Alliance researchalliance@montana.edu

TEACHING

☐ Consult with Instructional Designers	Consider setting up a consultation with an instructional designer to talk about the structure of your course and class assignments.	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
☐ Learn NavMSU	Learn how to use NavMSU – An online platform that streamlines communications with students.	Office of the Registrar 406-994-6650 registrar@montana.edu

RESEARCH

☐ Attend a Research Training	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 research@montana.edu
☐ Learn about Upcoming Research Related Events	Learn about the upcoming workshops and events such as Idea Incubator: Brainstorming Creative Research Ideas, Intro to Grants and Finding Funding.	Office of Research Development ord@montana.edu
☐ Learn about Undergraduate Research Support	Visit the Undergraduate Scholars Program (USP) website to learn how to involve students in your research and creative activities. - The USP program is here to help undergraduate students in all disciplines pursue research, scholarship, and creative projects. Undergraduate Research Opportunities	Undergraduate Scholars Program 406-994-3561 usp@montana.edu
☐ Visit the Research Alliance	Visit the Research Alliance website to see how the Research Alliance can help you get started in your research. The Research Alliance is a consortium of research support units across campus that includes the Office of Research Development, the Center for Faculty Excellence, the MSU Library, Undergraduate Research and Research Cyberinfrastructure working together to support and increase the excellence of the university's research enterprise.	Research Alliance researchalliance@montana.edu
☐ Setup Alerts for Funding Opportunities	GrantForward is a search engine dedicated to helping Montana State University investigators find grants to fund their research.	Office of Research Development ord@montana.edu