

Online facilitator hiring deadlines, 2024

Because of the time required for the University's approval processes, requests submitted after the deadlines may not be completed by the session start date.

Spring 1 2024

New hires and facilitators who last taught more than 18 months ago.
Continuing facilitators who taught in the last 17 months.

Payroll start date: January 1, 2024
I-9 completion date: January 3, 2024
Class dates: January 16 – March 4, 2024

Submission to Dean's Office

Monday, December 4, 2023
Monday, December 11, 2023

Submission Deadline to MET Finance

Monday, December 11, 2023
Wednesday, December 13, 2023

Spring 2 2024

New hires and facilitators who last taught more than 18 months ago.
Continuing facilitators who taught in the last 17 months.

Payroll start date: March 1, 2024
I-9 completion date: March 5, 2024
Class dates: March 12 – April 29, 2024

Submission to Dean's Office

Monday, February 12, 2024
Monday, February 26, 2024

Submission Deadline to MET Finance

Tuesday, February 20, 2024
Monday, March 4, 2024

Summer 1 2024

New hires and facilitators who last taught more than 18 months ago.
Continuing facilitators who taught in the last 17 months.

Payroll start date: May 1, 2024
I-9 completion date: May 3, 2024
Class dates: May 7 – June 24, 2024

Submission to Dean's Office

Monday, April 8, 2024
Monday, April 22, 2024

Submission Deadline to MET Finance

Tuesday, April 16, 2024
Monday, April 29, 2024

Summer 2 2024

New hires and facilitators who last taught more than 18 months ago.
Continuing facilitators who taught in the last 17 months.

Payroll start date: July 1, 2024
I-9 completion date: July 3, 2024
Class dates: July 2 – August 19, 2024

Submission to Dean's Office

Monday, June 3, 2024
Monday, June 17, 2024

Submission Deadline to MET Finance

Monday, June 10, 2024
Monday, June 24, 2024

Fall 1 2024

New hires and facilitators who last taught more than 18 months ago.
Continuing facilitators who taught in the last 17 months.

Payroll start date: September 1, 2024
I-9 completion date: September 4, 2024
Class dates: September 3 – October 21, 2024

Submission to Dean's Office

Monday, August 5, 2024
Monday, August 19, 2024

Submission Deadline to MET Finance

Monday, August 12, 2024
Monday, August 26, 2024

Fall 2 2024

New hires and facilitators who last taught more than 18 months ago.
Continuing facilitators who taught in the last 17 months.

Payroll start date: November 1, 2024
I-9 completion date: November 5, 2024
Class dates: October 29 – December 16, 2024

Submission to Dean's Office

Monday, September 30, 2024
Tuesday, October 15, 2024

Submission Deadline to MET Finance

Monday, October 7, 2024
Monday, October 21, 2024

I-9s must be fully completed by the deadlines shown above for each session. Please contact Human Resources, the MET Dean's Office, or your department for more information. Blackboard and e-mail access are automatically revoked for employees who do not complete their I-9 by the deadline.