



Overview

This document contains the essential instructions and established guidelines for the proper submission and processing of a Non-Instructional Assignment Request (NIAR). Please carefully review the information below. To facilitate the fastest and most efficient processing, please gather all required information before you begin the submission process.

Request Form

In most cases, Faculty members should start the request process using the link below:

<https://www.tri-c.edu/NIARrequestForm>

Required Information:

- Email address of your Admin Coordinator
- Email address of your Associate Dean/Manager

Exceptions:

- **Grant-Funded Assignments:** If an assignment is supported by grant funding (that you're aware of), the Grant Director should start the request using the [Invitation Form](#).
- **Nursing Faculty:** Requests for Nursing Faculty should be initiated by a Nursing department administrator using the [Invitation Form](#) to ensure proper rates are applied.

Invitation Form

Administrators starting the request process on a Faculty Member's behalf should submit an *Invitation Form* using the link <https://www.tri-c.edu/NIInvitationForm>.

Required Information:

- Email address of the Faculty Member
- Email address of the Faculty's Admin Coordinator
- Email address of the Faculty's Associate Dean/Manager
- If requesting a grant-funded assignment:
 - Email address of the Grant Director
 - Fund Number, Org, and Program



Important Notes

Multi-Semester Assignments: If an assignment spans longer than a single semester, a new request must be submitted every semester.

Extra Pay Disbursement: The number of pay periods any extra pay is spread over depends on the date your form is submitted and processed. The deadlines that determine how pay is disbursed are as follows:

Summer 2026		Fall 2026	
Pay Date	Due Date	Pay Date	Due Date
6/5/2026	5/22/2026	8/14/2026	7/31/2026
6/19/2026	6/5/2026	9/11/2026	8/28/2026
7/3/2026	6/19/2026	10/9/2026	9/25/2026
7/17/2026	7/3/2026	11/6/2026	10/23/2026
7/31/2026	7/17/2026	12/4/2026	11/20/2026

After the Request Form is Submitted

Corrections: The form will be routed to other participants for approval. If an error, missing, or incorrect information is found, please click the "Return for Revision" button. This will return the form to the Faculty Member with an email explaining the issue(s), allowing them to correct and resubmit.

User Portal: [Access the User Portal by clicking here](#) to easily manage your forms. The portal allows you to retrieve saved drafts, monitor forms pending a signature, and view or download completed forms.