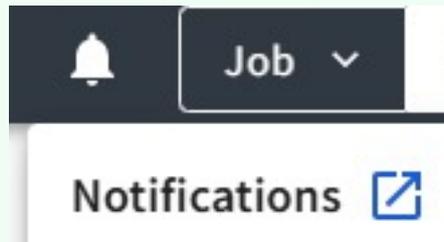


Approve a Job Posting in Auburn ICIMS

Steps to review the Job Description in the Auburn ICIMS system.



Tip! Notifications in iCIMS are customizable by user. Select the Bell icon next to the Quick Search Menu and use the pop-out icon to select whether to receive notifications by email or inside iCIMS.



Alert! The link to review the Job Description in your email notification will not provide the full Job Detail and Job Description. It is recommended to review all the information inside the iCIMS platform.

1

When you receive a notification of a Job Approval, navigate to <https://auburn.icims.com> in your web browser.

2 Select "Job" from the Quick Search Menu

The screenshot shows a web application interface with a top navigation bar. The 'Person' dropdown menu is open, and the 'Job' option is highlighted with an orange circle. The main content area is divided into three columns. The left column contains a sidebar with 'Committees' and 'Advisor' sections. The middle column is titled 'Faculty Candidates by Recruiting Status' and contains a table with 12 rows. The right column is titled 'Campus HR Resources' and contains two sections: 'Needs Attention' and 'My Audit Items'.

Count	Category
0	Advisory Committee Review
0	Research Security Approved
0	Interview Scheduled
0	Selected for Hire
0	Provost Office Approved
0	EOC Reviewed
0	Contingent Offer
0	Pending Contingencies
0	Contingencies Verified
0	Offer Extended
12	Onboarding Assigned
0	Records Final Review
0	Hired
2	Records Initial Review

3 Type the Job Requisition Number from your notification. The Job Requisition format is 2026-####.

The screenshot shows the same web application interface as in step 2. The 'Job' dropdown menu is open, and the 'Quick search...' field is highlighted with an orange circle. The main content area is the same as in step 2.

4 Confirm that the Quick Search Results are correct and Select that Job.

The screenshot shows the 'Faculty Candidates by Recruiting Status' page. The 'Job' dropdown menu is open, displaying 'Assistant Professor (Spanish Linguistics) | 2026...' as the selected option. The main table lists various recruiting statuses with their respective counts:

Count	Status
0	Advisory Committee Review
0	Research Security Approved
0	Interview Scheduled
0	Selected for Hire
0	Provost Office Approved
0	EOC Reviewed
0	Contingent Offer
0	Pending Contingencies
0	Contingencies Verified
0	Offer Extended
12	Onboarding Assigned
0	Records Final Review
0	Hired
2	Records Initial Review

The right sidebar contains 'Needs Attention' and 'My Audit Items' sections, both showing zero counts for various categories.

5 From the Job Overview tab, click the Detail tab.

The screenshot shows the 'Job Overview' page for 'Assistant Professor (Spanish Linguistics)'. The 'Detail' tab is selected and highlighted with an orange circle. The page displays a progress bar with the following stages and counts:

Stage	Count
Initial Review	0
Screening	0
Interview	0
Offer	0
Hired	0
Withdraw	0

Below the progress bar are three main sections:

- Top Sources:** No Candidates. There are currently no candidates with sources.
- Job Posting:** Job not posted. This job is not posted. A 'POST JOB' button is visible.
- Job Details:** Full-Time. Salary: USD \$75,000.00 - USD \$75,000.00 Yr. Metrics: # PENDING: 0, # STARTED: 0, # COMPLETED: 0, # DAYS IN PENDING: [Blank].

6 Scroll down to review the Search Advisory Committee members.

icims Create Search Library Other Job 7650

Assistant Professor (Spanish Linguistics) Not Approved # 2026-7650 Auburn University, Alabama Hiring Manager: Trista Armstrong | tda0009...

Overview Candidates **Detail** Description Questions Approval Postings Source iForms (Job)

Detail

Campus HR Leader
Latoria Akins-Jackson | lla0018@auburn.edu | HR Business Partner

Posted Max Pay Rate
USD \$75,000.00 Annually

Supervisor
Trista Armstrong | tda0009@auburn.edu | Human Resources Generalist III

Search Committee or Application Reviewers

Application Reviewer
Daniel Vergara | dzv0013@auburn.edu | Associate Professor

Application Reviewer
Tingting Wang | tzw0054@auburn.edu | Assistant Professor

Application Reviewer
Jorge Munoz Ogayar | jjm0001@auburn.edu | Associate Professor & Chair

Application Reviewer
Gilda Socarras | socargm@auburn.edu | Associate Professor

7 Scroll down to review the recruitment plan and the text contents of the long and short advertisements that will be sent to the venues listed in the recruitment plan.

icims Create Search Library Other Job 7650

Assistant Professor (Spanish Linguistics) Not Approved # 2026-7650 Auburn University, Alabama Hiring Manager: Trista Armstrong | tda0009...

Overview Candidates **Detail** Description Questions Approval Postings Source iForms (Job)

Detail

FACULTY JOBS - Recruitment Plan
As Advertised by GrayStone, Modern Language Association, Linguistic Society of America, H-Net Jobs, Linguist List

FLSA Status
Exempt

FACULTY JOBS - Job Description (For Approval) [Long Ad]

Tenure-Track Assistant Professor of Spanish Linguistics (Sociolinguistics) Department of World Languages, Literatures, and Cultures Auburn University Position Start Date: August 2026 The Department of World Languages, Literatures, and Cultures at Auburn University invites applications for a tenure-track Assistant Professor of Spanish Linguistics with specialization in Sociolinguistics (applicants with an applied sociolinguistics profile are encouraged to apply). The appointment will begin in August 2026. We seek a colleague with a strong interdisciplinary research agenda and willingness to collaborate across projects and areas. This position carries a 3-2 teaching load. Responsibilities include in-person teaching: a yearly Spanish Teaching Methodology graduate course, undergraduate Spanish language courses with an emphasis on Spanish for the Professions, and graduate courses in Spanish linguistics. The successful candidate will be expected to maintain an active research program, contribute to curricular innovation, and participate in departmental and university service. Applicants for this position must hold a PhD at the time employment begins in Spanish Linguistics (Sociolinguistics, Applied Sociolinguistics, or a closely related field) and have a native or near-native fluency in Spanish and English. Applicants must also showcase a strong record of effective teaching at the college/university level, a well-developed plan of research and scholarship, and a genuine interest in interdisciplinary collaboration. Additional desirable qualifications include experience with Languages for Specific Purposes (LSP), particularly Spanish for the Professions; familiarity with innovative and current language pedagogies and multimedia technologies such as Canvas; and experience designing or implementing forward-thinking, innovative curricula. The candidate selected for this position must meet eligibility requirements to work in the United States at the time the appointment is scheduled to begin and continue working legally for the proposed term of employment; excellent communication skills instructing Spanish linguistics required. For further information about Auburn University and our department visit: <https://cla.auburn.edu/world->

Job Folder
Not Approved

8 Click the Description tab.

The screenshot shows the iCIMS interface for a job listing. The job title is "Assistant Professor (Spanish Linguistics)". The status is "Not Approved". The job ID is "2026-7650". The location is "Auburn University, Alabama". The hiring manager is "Trista Armstrong". The job is for a "Full-Time" position, "Foreign Language", located at "Haley Center 6030 Auburn University, Alabama 36849 United States Lee County". The tenure type is "Eligible", and the contract type is "Continuing". The length of term is "9 month". The primary position number is "115110". The department is "134300 | World Langs & Cultures | College of Liberal Arts". The compensation is "USD \$75,000.00 Annually". The "Description" tab is highlighted with an orange circle.

9 Review the Job Overview; Responsibilities; Qualifications; Minimum Knowledge, Skills, and Abilities; Required Pre-Employment Screenings; and Why Work at Auburn sections. These are the fields that will be published at jobs.auburn.edu and through Auburn's standard employment advertising package.

The screenshot shows the iCIMS interface for the same job listing. The "Description" tab is selected. The "Job Description" section is highlighted with an orange circle. The text in the "Job Description" section reads: "To be considered for this position, candidates must submit the following materials. Review of applications will begin **February 15, 2026** and will continue until a candidate is selected." followed by a bulleted list of requirements: "Curriculum Vitae (CV) detailing academic and professional history", "Graduate transcripts", "3 letters of recommendation (at least one of which addresses candidate's teaching effectiveness)", "Sample teaching evaluations", and "Teaching philosophy and research statements". Below the list, it states: "Only candidates who have uploaded all the required documents will be considered. Additional materials may be requested at a later stage in the selection process." The "Responsibilities" section is partially visible at the bottom.

10 Click the Approval tab.

icims Create Search Library Other Job 7650

Assistant Professor (Spanish Linguistics) Not Approved 2026-7650 Auburn University, Alabama Hiring Manager: Trista Armstrong | tda0009...

Overview Candidates Detail **Description** Questions **Approval** Postings Source iForms (Job)

Description

particularly Spanish for the professions; familiarity with innovative and current language pedagogies and multimedia technologies such as Canvas; and experience designing or implementing forward-thinking, innovative curricula.

Minimum Knowledge, Skills, and Abilities

Auburn University is understanding of and sensitive to the family needs of faculty, including dual-career couples* <http://www.auburn.edu/academic/provost/facultyjobs/>.

Required Pre-Employment Screenings

n/a

Equal Opportunity Compliance Statement

It is our policy to provide equal employment and education opportunities for all individuals without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status, genetic information, or any other classification protected by applicable law. Please visit their [website](#) to learn more.

Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.
- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

11 Please use this tab to indicate your approval (green button) or add comments for any corrections that need to be made and click the red button.

er(s)

his approval process is currently in progress.

ver	Phone	Date	Status	Resend	S
da Malone	3348440820	3/3/2026 1:09 PM	Viewed		

an approve or decline this pending job from this page.

e enter any comments or notes you have and then choose **Approve** or **Decline**. If you do not click one of the buttons below, the approval/decline will not complete.

val Notes

Decline

Approve



Tip! If you Decline the job for any correction, the approval workflow will be reset and you will have an opportunity to review the Job Details and Job Description again.