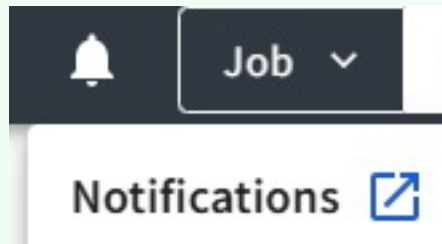


Approve a Job Posting in Auburn ICIMS

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. 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

Count	Category
0	New Candidates
0	Faculty Offer Approval Period
0	Acknowledged Offers
0	New Hires Starting This Week
0	Jobs Pending My Approval

Count	Category
0	Jobs Pending Approval 7+ Days
0	Candidates in Same

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...' option is highlighted. The main content area is identical to the previous screenshot.

4

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

Faculty Candidates by Recruiting Status

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

Needs Attention

- 0 New Candidates
- 0 Faculty Offer Approval Period
- 0 Acknowledged Offers
- 0 New Hires Starting This Week
- 0 Jobs Pending My Approval

My Audit Items

- 0 Jobs Pending Approval 7+ Days
- 0 Candidates in Same

5

From the Job Overview tab, click the Detail tab.

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

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

Initial Review: + Find Candidates

Screening: 0 TOTAL

Interview: 0 TOTAL

Offer: 0 TOTAL

Hired: 0

Withdraw: 0

Top Sources: No Candidates. There are currently no candidates with sources.

Job Posting: Job not posted. This job is not posted. POST JOB

Job Details: Full-Time. USD \$75,000.00 - USD \$75,000.00 Yr.

# PENDING	# STARTED
0	0

# COMPLETED	# DAYS IN PENDING
0	[Blank]

Interview Scheduling | Performance

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 | tztw0054@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 | tda0009...". The tabs are: Overview, Candidates, Detail, Description (highlighted), Questions, Approval, Postings, Source, and iForms (Job). The "Detail" section shows the following information:

Organization	Employment Type
Auburn	Full-Time
# of Openings	Location
1	Foreign Language
# of Remaining Openings	Haley Center 6030 Auburn University, Alabama 36849 United States Lee County,
1	Map
Tenure Type	Promoted Job
Eligible	No
Contract Type	
Continuing	
Length of Term (In Months)	
9 month	
Primary Position Number	
115110	

The "Assignment" section shows the Department: "134300 | World Langs & Cultures | College of Liberal Arts". The "Compensation" section shows the Posted Min Pay Rate: "USD \$75,000.00 Annually".

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 this section reads:

Assistant Professor (Spanish Linguistics)

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.

- 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
- Teaching philosophy and research statements

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.

Responsibilities

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

10 Click the Approval tab.

The screenshot shows the iCIMS interface for a job posting. The top navigation bar includes 'Create', 'Search', 'Library', and 'Other'. The job title is 'Assistant Professor (Spanish Linguistics)' with ID '2026-7650' and location 'Auburn University, Alabama'. The hiring manager is 'Trista Armstrong'. The 'Approval' tab is highlighted with an orange circle. Below the navigation, the 'Description' section is visible, containing details about the position, minimum knowledge, required screenings, and equal opportunity statement.

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.

The screenshot shows the iCIMS interface for the same job posting. The 'Approval' tab is highlighted with an orange circle. Below the job details, there is a table of users and a section for approval actions.

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.