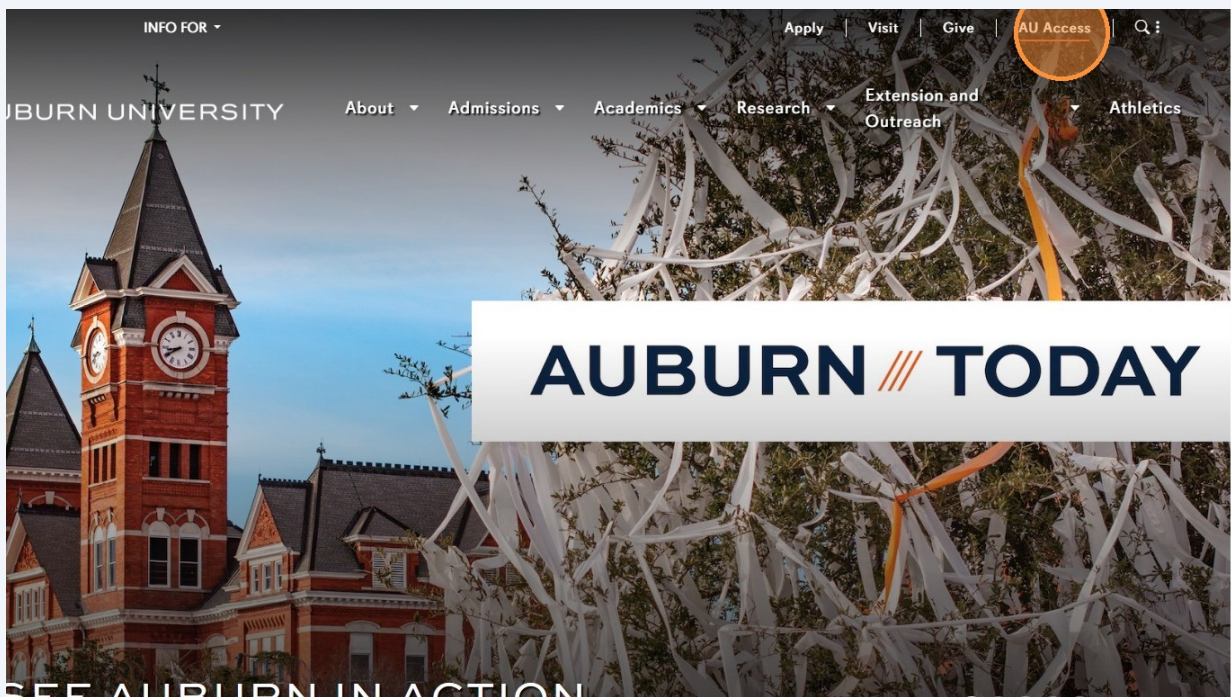


Create a Faculty Job Advertisement (Direct Hire)

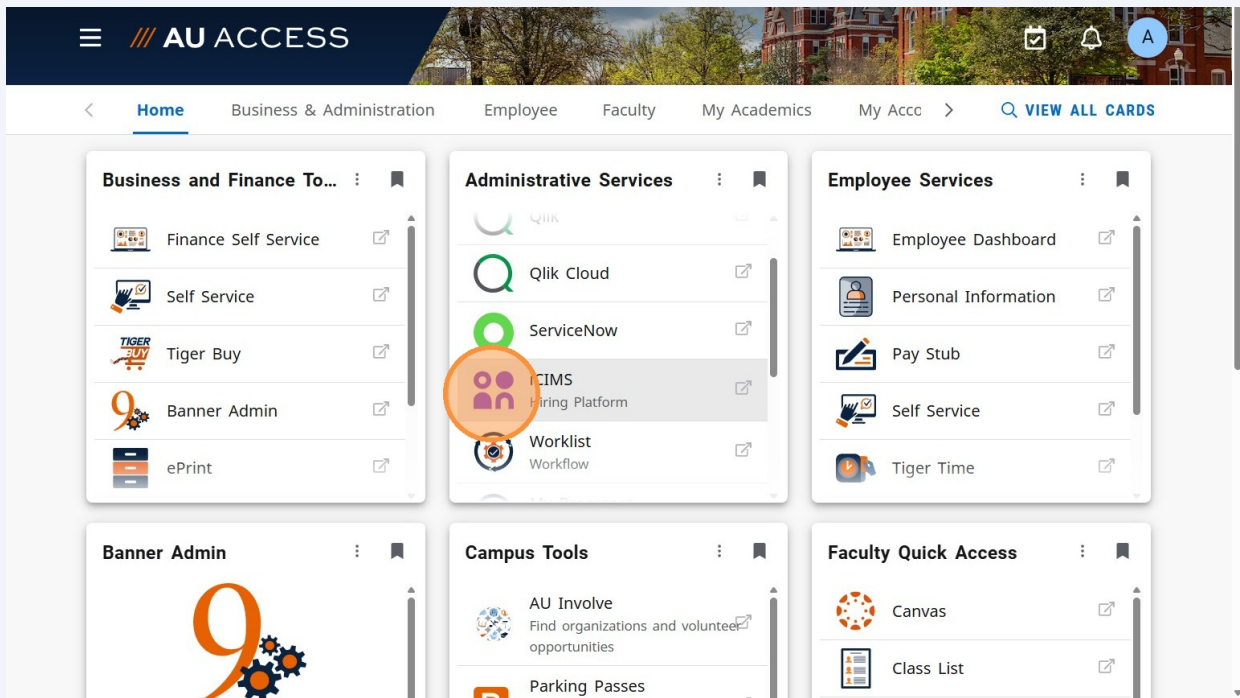
This guide details the steps to create and post a new faculty job in iCIMS.

1 Navigate to <https://www.auburn.edu/>

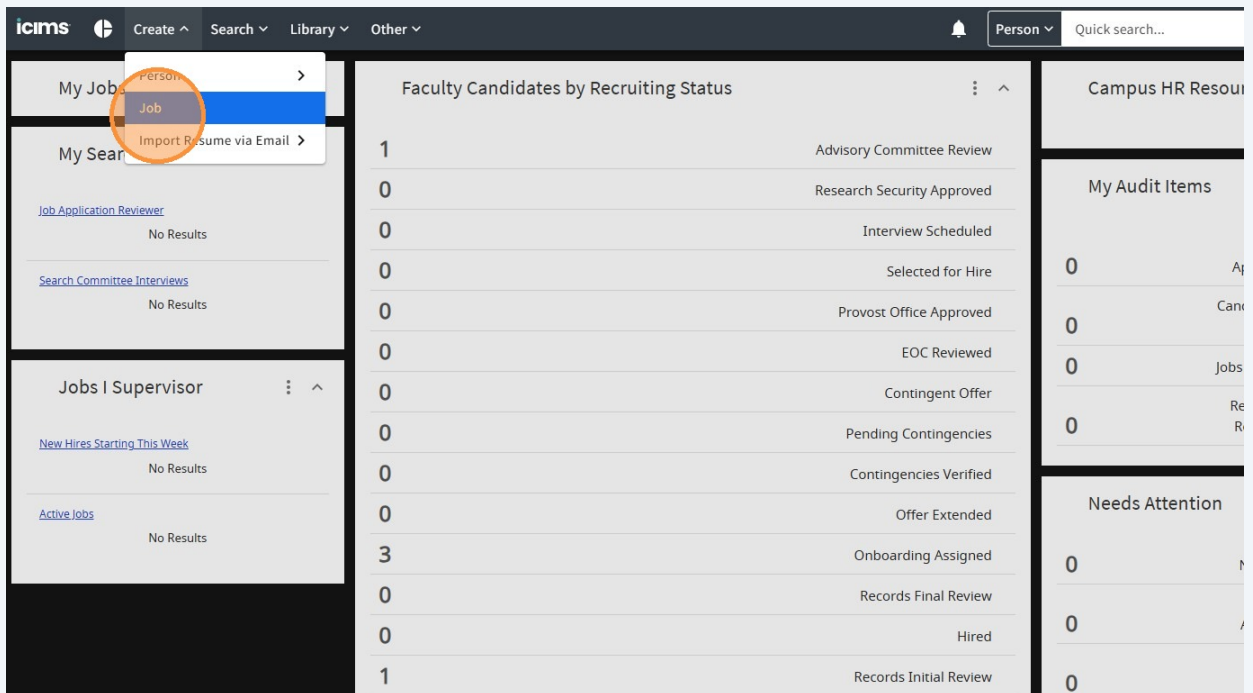
2 Click "AU Access"



3 Click the iCIMS Hiring Platform icon.



4 Click "Create". Click "Job".



5

Chose the Faculty Job Template from the dropdown list. Click "Next".

ms Create Search Library Other Person Quick search...

Create Job

Cancel Next

JOB TEMPLATE

Template *

Faculty Job Template - Auburn | Auburn

6

Complete the Job Details form.

cims Create Search Library Other Person Quick search...

Create Job

Cancel Previous Next

GENERAL INFORMATION

Employment Type

Faculty

Selection Type

-Select-

University

Auburn

of Openings *

1

Tenure Type *

-Select-

Contract Type *

-Select-

Length of Term (In Months)

Primary Position Number *



Tip! Please make sure to edit the "Job Description Field" for the correct title.

7

Choose your unit's "Auburn Univ - HR Faculty" billing code to connect the Background Check with your unit.

SCREENING

Reference Check Survey

Available	Selected
Accounts Receivable, v2 Actuary, v2 Acupuncturist, v2 Adjunct Faculty, v2 Administrative Managers, v3 Administrative Professionals, v3 Administrator, Clinical Services, v2 Administrator, Non-Clinical Services, v2 Admissions Officer, v2	Administrator

Billing Code

Available	Selected
SS (Faculty) College of Nursing SS (Faculty) College of Pharmacy SS (Faculty) Library SS (Faculty) Provost & Senior VP Academic Aff SS (Faculty) Assoc Prov & VP for Outreach SS (Faculty) Senior VP Research Econ Develop SS (Faculty) Agriculture Experiment Station SS (Faculty) AL Cooperative Extension System	1197 155 Auburn Univ - HR Faculty, Provost

Background Check Package

Available	Selected
Internal Internal + Education Internal + Education + Finance Internal + Education + Professional License Internal + Education + Professional License + F Internal + Finance Internal + Professional License Internal + Professional License + Finance	

8

Chose "Standard" for the Truescreen Background Check Package.

SCREENING

Reference Check Survey

Available

- Accounts Receivable, v2
- Actuary, v2
- Acupuncturist, v2
- Adjunct Faculty, v2
- Administrative Managers, v3
- Administrative Professionals, v3
- Administrator, Clinical Services, v2
- Administrator, Non-Clinical Services, v2
- Admissions Officer, v2

Selected

- Administrator

Billing Code

Available

- SS (Faculty) College of Human Sciences
- SS (Faculty) College of Nursing
- SS (Faculty) College of Pharmacy
- SS (Faculty) Library
- SS (Faculty) Assoc Prov & VP for Outreach
- SS (Faculty) Senior VP Research Econ Develop
- SS (Faculty) Agriculture Experiment Station
- SS (Faculty) AL Cooperative Extension System

Selected

- 1197-155 Auburn Univ - HR Faculty, Provost
- SS (Faculty) Provost & SeniorVP Academic

Background Check Package

Available

- Internal + Finance
- Internal + Professional License
- Internal + Professional License + Finance
- MVR Only
- Standard
- Standard + Education
- Standard + Education + Finance
- Standard + Education + Professional License +
- Standard + Education + Professional Licensing

Selected

- Standard

9

Click "Next".

ms Create Search Library Other Person Quick search...

Create Job

Cancel Previous Next

Pending Approval

SCREENING

Reference Check Survey

Available

- Accounts Receivable, v2
- Actuary, v2
- Acupuncturist, v2
- Adjunct Faculty, v2
- Administrative Managers, v3
- Administrative Professionals, v3
- Administrator, Clinical Services, v2
- Administrator, Non-Clinical Services, v2
- Admissions Officer, v2

Selected

- Administrator

Billing Code

Available

- SS (Faculty) College of Human Sciences
- SS (Faculty) College of Nursing
- SS (Faculty) College of Pharmacy
- SS (Faculty) Library
- SS (Faculty) Assoc Prov & VP for Outreach
- SS (Faculty) Senior VP Research Econ Develop
- SS (Faculty) Agriculture Experiment Station
- SS (Faculty) AL Cooperative Extension System

Selected

- 1197-155 Auburn Univ - HR Faculty, Provost
- SS (Faculty) Provost & SeniorVP Academic

Background Check Package

Available

- Internal + Finance
- Internal + Professional License
- Internal + Professional License + Finance

Selected

- Standard

10 Complete the Job Description form.

The screenshot shows the 'Create Job' form in the icims system. The top navigation bar includes 'icims', 'Create', 'Search', 'Library', and 'Other' menus, along with a user profile and search bar. The main content area is titled 'Create Job' and features a 'Cancel' button and a 'Finish' button. The 'JOB DESCRIPTION' section contains four text areas, each with a rich text editor toolbar. The text areas are: 'Overview', 'Responsibilities', 'Qualifications', and 'Minimum Knowledge, Skills, and Abilities'. Each text area has a placeholder text: 'Press ALT-F10 for toolbar. Press ALT-0 for help'.

11 Click "Finish".

The screenshot shows the 'Create Job' form in the icims system. The top navigation bar includes 'icims', 'Create', 'Search', 'Library', and 'Other' menus, along with a user profile and search bar. The main content area is titled 'Create Job' and features a 'Cancel' button and a 'Finish' button. The 'Required Pre-Employment Screenings' section contains a text area with a placeholder text: 'Press ALT-F10 for toolbar. Press ALT-0 for help'. The 'Equal Opportunity Compliance Statement' section contains a text area with the following text: '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.' The 'Why Work at Auburn?' section contains a text area with the following text: '• **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. • **Place for Everyone:** Auburn is committed to fostering an environment where all faculty

12 Type the name of each Job approver, in order of the approval.

Edit Approval List

Save Print

Edit Approval List

This job is pending approval.

Step 1: Select the appropriate 'Approval Type' option in the Add Approvers Dropdown.
Step 2: Select the corresponding Persons or Global Approval List needed.
Step 3: Click on the 'Save & Begin Approvals' Button.

Warning: Clicking "SAVE" will not route this job for approval. You must click "SAVE & BEGIN APPROVAL" to execute the approval process.

[Edit Default Message](#)
Note: If you do not customize the default message, the template for this approval type will be used.

Add Approvers

Person

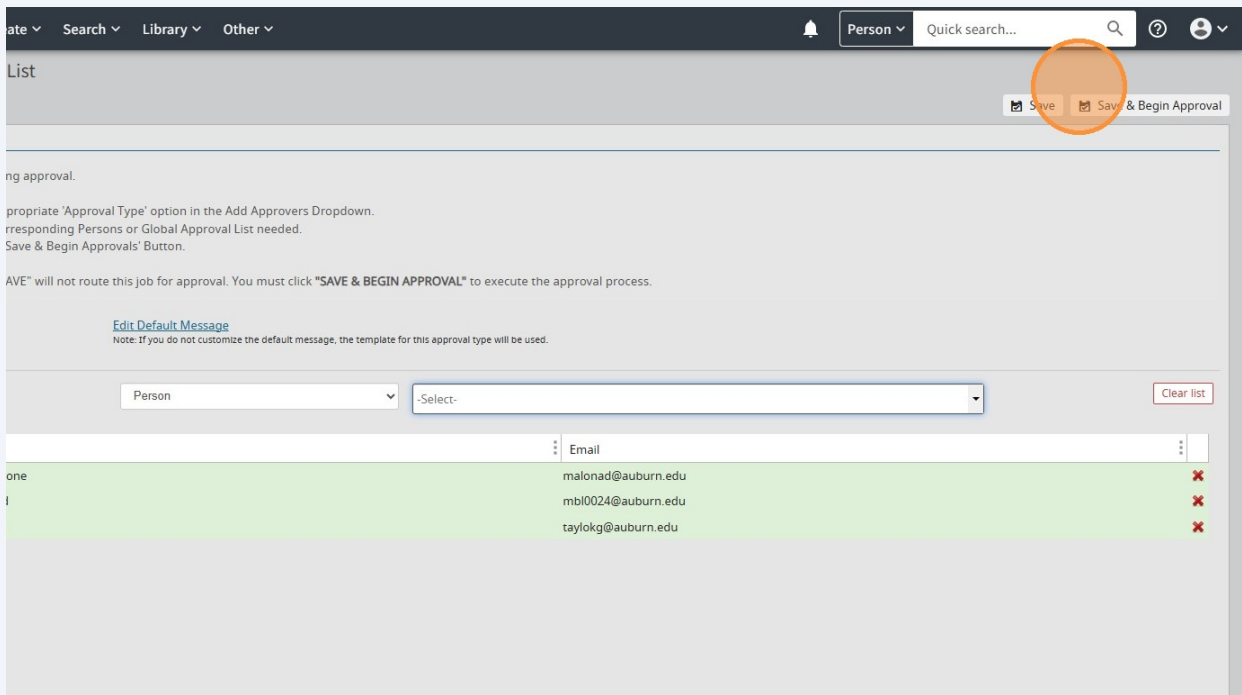
Select...

Approver	Email
No data exists.	



Tip! The recommended Job Approval workflow is the Department Head/Chair, Dean, Campus HR Partner (in any order), then the Office of the Provost (Michael Loyd or Amanda Malone).

13 Click "Save and Begin Approval".



Once your Job is approved, the Office of the Provost will publish your Job to the Confidential Job portal.

14

To notify your applicant to complete the application, navigate to your Job from your dashboard or quick search menu (shown below).

The screenshot shows the ICIMS dashboard. At the top, there is a search bar with 'Job' selected and '7825' entered. A dropdown menu is open, showing options: '- View Results (Showing all 1 below) -', 'Associate Provost for Institutional Effectiveness...', and 'Associate Provost for Institutional Effectiveness...'. The main content area is titled 'Faculty Candidates by Recruiting Status' and contains a table with the following data:

Count	Recruiting Status
1	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
3	Onboarding Assigned
0	Records Final Review
0	Hired
1	Records Initial Review

On the right side, there are two sections: 'My Audit Items' and 'Needs Attention'. 'My Audit Items' shows 0 for each category: Jobs Pending Approval 7+ Days, Candidates in Same Status 7+ Days, Jobs Open 60+ Days, and Research Security Review - 72 Hrs +. 'Needs Attention' shows 0 for each category: New Candidates, Faculty Offer Approval Period, and Acknowledged Offers.

15

Click "Postings".

The screenshot shows the ICIMS job posting page for 'Associate Provost for Institutional Effectiveness'. The page is titled 'Associate Provost for Institutional Effectiveness' and includes the following information:

- Job ID: 2026-7825
- Location: Auburn University, Alabama
- Hiring Manager: Amanda Malone | malonad...

The page has several tabs: Overview, Candidates, Detail, Description, Questions, Approval, Postings, Source, and iForms (Job). The 'Postings' tab is selected and highlighted with an orange circle. Below the tabs, there are several sections:

- Initial Review:** + Find Candidates
- Screening:** 0 TOTAL
- Interview:** 0 TOTAL
- Offer:** 0 TOTAL
- Hired:** 0
- Withdraw:** 0

There are also three main content areas:

- Job Approvals:** Job Approved (Approved on 3/4/2026 by Amanda Malone)
- Job Posting:** Auburn Confidential (External) with a MANAGE POSTINGS button.
- Job Details:** Full-Time, USD \$250,000.00 - USD \$275,000.00 Yr.

At the bottom, there is a 'Candidates Needing Action' section with a 'No action needed' message: 'You currently have no candidates awaiting'. To the right, there is a 'Performance' section with a 'VIEW' button.

16 Click "Auburn Confidential (External)".

Export

POSTINGS CAMPAIGNS

✓ Your job has been posted

Portals

Career Portal Start 03/04/2026 04:09 pm End POST

Postings

<input type="checkbox"/>	Posted to	Status	Start Date	End Date	Posted by	Campaigns
<input type="checkbox"/>	Auburn Confidential (External)	✓ Posted	3/4/2026 4:09 pm		Amanda Malone	ADVERTISE

Rows per page: 100 1-1

17 Click "Share Job".

AUBURN UNIVERSITY Apply Give AU Access Search

Returning Candidate? [Log back in!](#)

Associate Provost for Institutional Effectiveness

3-AL-Auburn University 2026-7825

Position Type Full-Time

Apply

Share Job

Overview

Reporting to the Provost and Senior Vice President for Academic Affairs, the Associate Provost for Institutional Effectiveness plays a critical role in leading, championing, and facilitating university-wide collaboration, and data-informed decision-making across the institution to improve academic operations and effectiveness. The Associate Provost will be responsible for leading the units of Academic Insight, Accreditation, Information Technology/Resources, and Institutional Research, and will foster a culture in which the OIE is strategic, proactive, and analytical in serving the University's academic

18 Complete the email prompt.

Associate Provost for Institutional Effectiveness

US-AL-Auburn University

2026-7825

Please tell us how we can get in touch with you and your referral. Fields marked with * are required.
* indicates a required field.

Your Information

Your Full Name*

Your Email*

Please specify the individual you'd like to share this job with.

First Name*

Last Name*

Email*

Enter comments you would like your referral to see

19 Click "Share Job".

Please specify the individual you'd like to share this job with.

First Name*

Last Name*

Email*

Enter comments you would like your referral to see

Please complete the application.

Share Job

