KENT STATE
UNIVERSITY

FlashFolio

Certification of File Completeness
For Chairs/Directors

Certification of File Completness

1. Navigate to the FlashFolio dashboard.

2. Click the task labeled: Complete Evaluation: Certification of File Completeness—Unit Administrator.

Title

Complete Evaluation: Certification of File Completeness - Unit...

Faculty180 | Promotion Evaluation

3. To review the uploaded documents of the faculty member, please click the eyeball to the right of the faculty members name.

Promotion to Associate Professor
(Fall 2024)

4. When the review of the documents has been completed, please click the Evaluate button under the Actions column.

Actions   Export

Evaluate   PDF
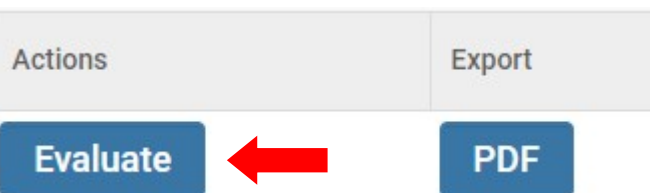
Certification of File Completeness

5. Please read through Section A that speaks to file certification.

6. In Section B, Certification, please click the empty circle to the left of "**Is Complete**". Then click the Save button.

7. To the submit the Certification of File Completeness, please click the empty box the left of the faculty members name and then click the Submit Selected Evaluations.