



FlashFolio

Certification of File
Completeness
For Chairs/Directors

Contact

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Certification of File Completeness

1. Navigate to the FlashFolio dashboard.
2. Click the task labeled: Complete Evaluation: Certification of File Completeness—Unit Administrator.

Title

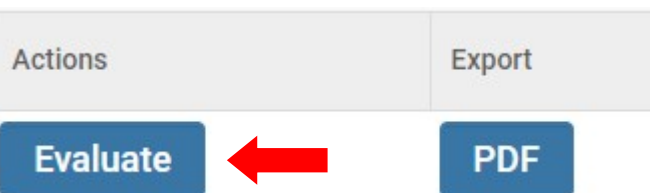
Complete Evaluation: Certification of File Completeness - Unit...
Faculty180 | Promotion Evaluation

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.



Certification of File Completeness

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

Certification of file Completeness - Unit Administrator

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I am certifying that I have met with my faculty member, and the file contains all required documents. All supporting documents have been uploaded into FlashFolio; confirmed by reviewing the URLs.

The file is complete.

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

B Certification

By checking the box below, I certify that this file is complete.

Is Complete	<input type="radio"/> Is Complete
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7. To 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.

<input type="checkbox"/>	#	^	Faculty Being Evaluated
<input type="checkbox"/>	1		Williams, Lucas

** Note: Saved Evaluations must be Submitted before the deadline shown.*
