Kent State University

FlashFolio

Upload Faculty Documents

Please note: The process for uploading documents is the same for all evaluations (Reappointment, Promotion, etc.).

Contact

FlashFolioSupport@kent.edu

Upload Documents

1. Once in FlashFolio, locate the Activity Input task to begin the document upload process.

   TEST Reappointment

   Activity Input | 2025-03-31 8:00 am - Ongoing

2. Please take a moment and click “Instructions”. The instructions contain helpful information along with the due date and how the documents are submitted.

   Instructions

   To view instructions for adding documents or to register for an upcoming FlashFolio training session, click here. **All documents must be uploaded into FlashFolio. Do not link to documents in Google or One drive for example.** Please designate all entries for Fall 2025. Upload all documents as prescribed in policy and handbook.

   Clicking the 'STOP! DO NOT CLICK!' button will remove the Action from your dashboard and special instructions for accessing the Action will be required. The button cannot be removed so we ask that you do not click it.

   When file uploads are complete, review the file with your Unit Administrator*. **The due date for file uploads is Month Day, Year, at 5:00 p.m. All files will automatically be submitted on the due date. This is to ensure faculty have the maximum amount of time to edit their respective files.**

   *After reviewing your uploaded files with your Unit Administrator, please complete the Certification of File Completeness step that is on your FlashFolio dashboard. This step certifies that you and your Unit Administrator have reviewed all uploaded files.

3. After clicking the “Add +” button, take note of the Important Note box at the top of the screen. The information in that box explains why the Semester and Year designation in Section A, Activity Input, is so important.

   Important Note: **Please designate all entries for "Fall 2024" in the Semester and Year dropdown lists**. This is very important as using other designations, such as "Spring or Summer", will make your files not viewable by reviewers.

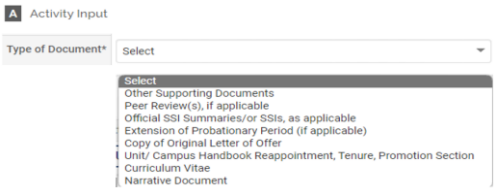
4. In Section A, Activity Input, select the Fall Semester and the corresponding year, such as 2024 for example from the drop boxes.

   A Activity Input

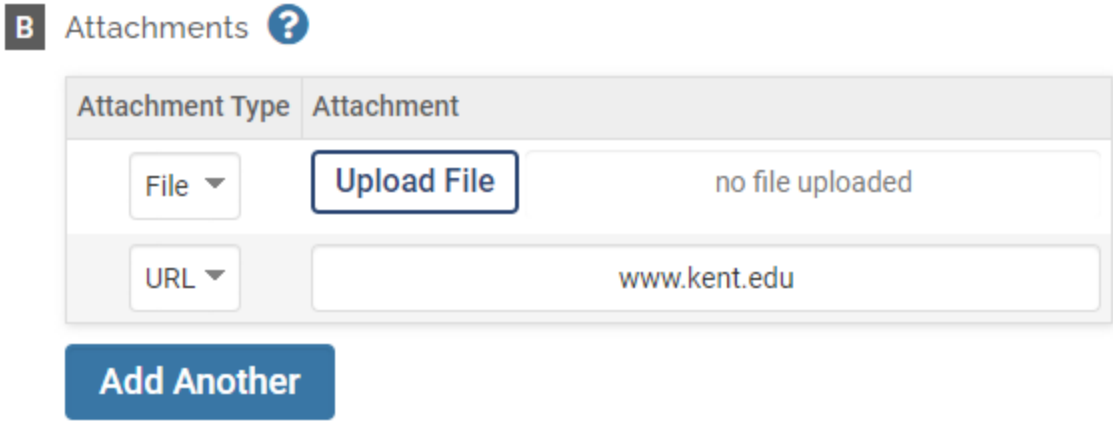
Semester*	Select Semester	Select Year

Upload Documents

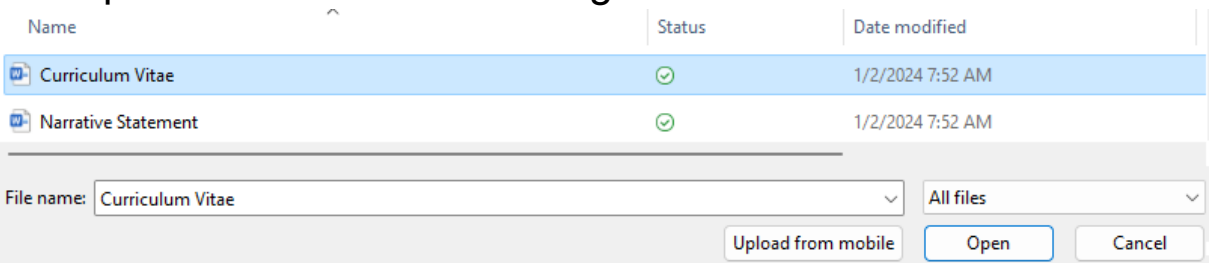
5. Also in Section A, Activity Input, the user will need to select the document type they want to upload. It is very important to upload documents for the document type selected. For example, SSIs should be in the SSI document type.



6. With the document type selected in Step 5, upload either supporting documents and/or supporting URLs.

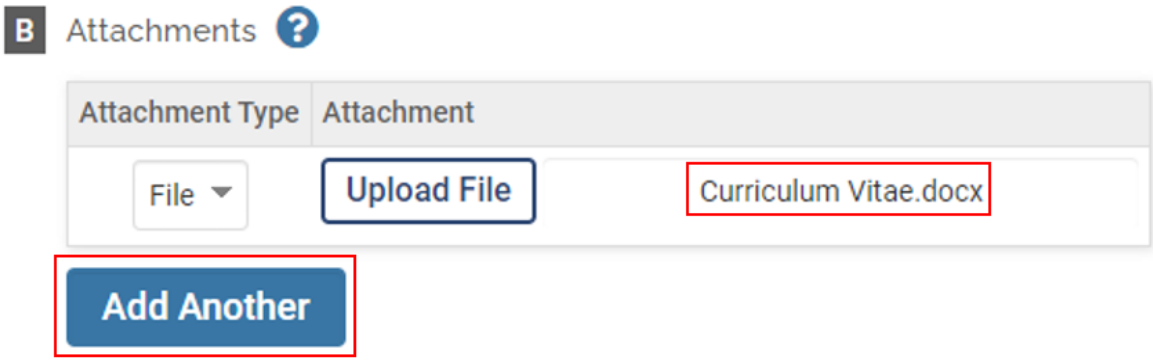


7. Select Upload File to begin uploading a supporting document. The file dialog box will open. Navigate to the location of the files for upload and select one file. Click the Open button in the file dialog box.

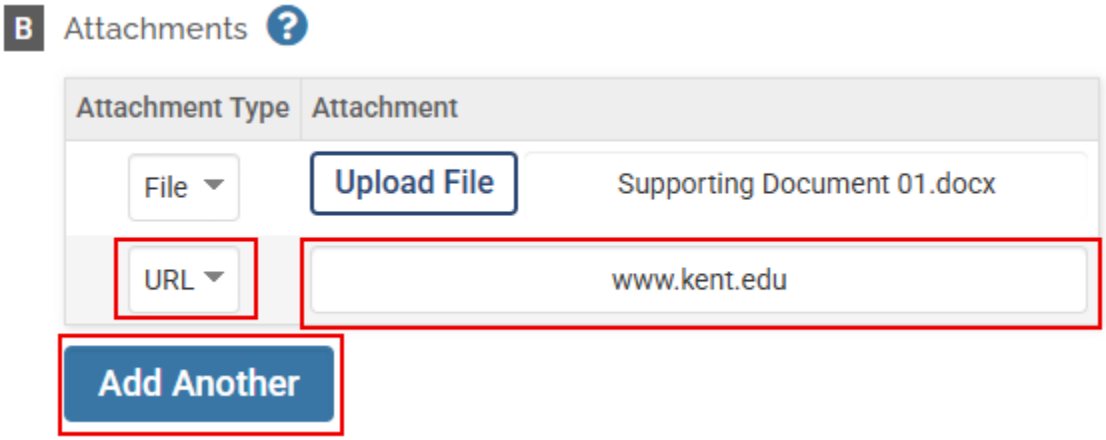


Upload Documents

8. The selected file will appear to the right of the Upload File button. To add additional files of the document type, click the Add Another button and repeat the above steps.

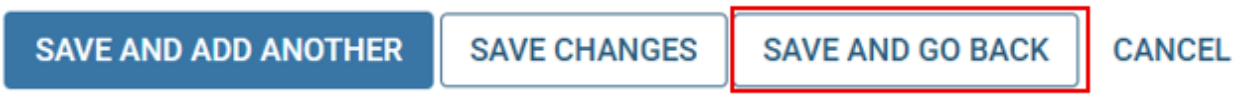


9. To upload a URL, select the File dropdown list under Attachment Type and select URL. In the box, type or paste the supporting URL. As in Step 8 above, click Add Another to upload a supporting document and/or supporting URL.



Upload Documents

10. After uploading all supporting documents and URLs for the document type, click the Save and Go Back button to begin the process again for the next document type. Repeat this process until all required documentation has been uploaded.



Last Revision: 8/13/2025