**Sample Full Waiver Letter**

Dear [*whoever is assembling the file*]:

I have been informed of my rights of access, pursuant to Oregon Revised Statute (ORS) 351.065, to the full evaluative file being prepared for consideration of my case for promotion [*and/or indefinite tenure, as appropriate*]. However, it is my view that such evaluations should be kept confidential.

Consequently, I hereby waive in advance my legal right of access to see the evaluative materials submitted by all reviewers in conjunction with my promotion [*and/or indefinite tenure*] review. I make this waiver with full knowledge of my legal rights under Oregon Law and without duress.

You should feel free to inform prospective reviewers that I have submitted this waiver and agreed voluntarily to forego any legal rights of access to these materials which I possess under Oregon Law.

Sincerely,

[*Candidate*] [*Date*]