**Sample Full Waiver Letter**

Dear Unit Head:

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. 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 review. I make this waiver with full knowledge of my legal rights under Oregon Law and without duress.

I understand that you will 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*]