**Sample Non-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, and of the possibility of waiving this right for certain categories of material.

I wish to retain my legal right of access to all materials in my file.

I understand that you will inform prospective reviewers that I have retained the legal rights of access to these materials which I possess under Oregon Law.

Sincerely,

[*Candidate*] [*Date*]