***Sample Paragraph for Retaining Partial Access to the External Letters***

Your letter will become part of the official personnel review file. Oregon law permits full access of a faculty member to his or her personnel files unless such access is voluntarily waived. Professor XXXXX has waived access to all external evaluations, so your letter will remain confidential. Professor XXXXX has, however, retained access to all evaluations internal to the University of Oregon and may request to see those documents.