***Sample Paragraph Waiving Access to the External Letters***

Your letter will become part of the official personnel review file. Professor \_\_\_ has voluntarily waived in advance access to the evaluative file, with the expectation that this waiver will enable reviewers to provide thorough and candid evaluations. Since this waiver has been reviewed for its legality, I can assure you that the University will not disclose your letter to the candidate, although we cannot predict whether challenge in a court might result in such disclosure. With the waiver, however, Professor \_\_\_ retains [his/ her] right to request a substantive summary of all evaluative remarks, carefully edited to avoid disclosure of the identity of the referee.