**Sample Non-Waiver Letter**

Dear <NAME of *whoever is assembling the file*>:

I have been informed of my rights of access, pursuant to [Oregon Revised Statute (ORS) 352.226](https://www.oregonlegislature.gov/bills_laws/ors/ors352.html), to the full evaluative file being prepared for consideration of my case for promotion [*and/or indefinite tenure, as appropriate*], 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.

Sincerely,

Faculty Candidate Name and Signature Date