**Sample Partial 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*]. It is my view that external reviewers’ evaluations should be kept confidential.

I hereby waive in advance my legal right of access to see the evaluative materials submitted by all reviewers external to the University of Oregon in conjunction with my promotion [*and/or indefinite tenure*] review. I make this waiver with full knowledge of my legal rights under Oregon Law and without duress.

I wish, however, to retain my legal right of access to all evaluative materials submitted by individuals affiliated with the University of Oregon.

You should feel free to inform prospective external reviewers that I have submitted this partial wavier and have agreed voluntarily to forego any legal rights of access to these materials which I possess under Oregon Law.

Sincerely,

Faculty Candidate Name and Signature Date