**Sample Non-waiver Letter**

Dear [*whoever is assembling the file*]:

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/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,

[*Candidate*] [*Date*]