

Waiver of Access Form

Explanation of this form: Performance evaluations provide an important opportunity to receive constructive performance-related feedback. Ensuring that employees understand what is going well and what areas need to improve is a critical component of the performance management process. Sometimes, third-party input is included in the performance evaluation process to provide a broader and more complete perspective of an employee's performance. Per Oregon law and UO policy, you have the right as an OA or a faculty member of the University of Oregon, to access information placed in your personnel file. When a supervisor requests third party input ("external review") for purposes of a performance evaluation, the employee being evaluated has the option of waiving the right to access that input and the names of individuals who provided such information. Waiving that right often leads to more open and honest information from those who provide input. However, you are not required or obligated to waive your rights.

Waiver of Access:

I have been informed of my rights of access, pursuant to [Oregon Revised Statute 352.226](#), to the full evaluative file being prepared for consideration of my annual review. However, it is my personal view that external review should not be shared with me. Consequently, I hereby freely and voluntarily waive in advance my legal right of access to see the evaluative materials submitted by all external reviewers in conjunction with my review. I make this waiver with full knowledge of my legal rights under Oregon Law and without duress or pressure from the institution or its agents.

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

Signature

Date