**Sample Waiver Letter**

Dear [*whoever is assembling the file*]:

I have been informed of my rights of access, pursuant to North Carolina General Statutes § 126-24, to the full evaluative file being prepared for my administrative review. However, it is my view that individual faculty member feedback should be kept confidential.

Consequently, I hereby waive in advance my legal right of access to see the individual faculty member feedback collected for my administrative review. I make this waiver voluntarily, with full knowledge of my legal rights under North Carolina law, and without duress.

Sincerely,

[*Dean, Department Chair, or Other Academic Administrator*] [*Date*]