

Extension Annual Performance Evaluation – Waiver of Access

Evaluation Period: _____

Chapter 317 Oregon Laws 1975 (ORS 351.065) provides that a faculty members shall not be denied full access to his/her personnel file or records kept by the State Board of Higher Education or its institutions, schools, or department.

Oregon Administrative Rule (580-22-075) states that “when evaluating employed faculty members, the Board, its institutions, schools, or departments shall not solicit nor accept letters, documents, or other materials, given orally or in written form, from individuals or groups who wish their identity kept anonymous or the information they provide kept confidential, except for student evaluations made or received pursuant to Rule 580-22-100(5).”

All faculty members, therefore, have a right to view any reviewer’s evaluations submitted in connection with the faculty member’s review.

Some faculty prefer to waive the right to review evaluation materials requested from on-campus and off-campus reviews. You may execute the waiver below, if you choose to do so. However, it is not required, and all faculty are entitled to and will receive full and fair evaluation of materials submitted in support of review, whether submitted confidentially or not. You will retain your right of access to written evaluations prepared by your department, college, dean, and the Provost and Executive Vice President, although the confidentiality and identity of other reviewers referred to in these evaluations will be maintained.

Waiver of Access to Submitted Evaluation Materials from Review

PLEASE SIGN ONE:

I hereby waive, in advance, my legal right of access to see the evaluation materials requested from and submitted by reviews both from within the University and external to it in conjunction with my performance evaluation. I understand I will retain my right of access to written evaluations prepared by my supervision team* (. I make this waiver with full knowledge of my legal rights under Oregon law as outlined above. This waiver may be submitted to proposed reviewers.

Name

Date

I hereby do not waive my legal right of access to see the evaluation materials requested from and submitted by reviewers both from within the University and external to it in conjunction with my current year performance evaluation.

Name

Date

*Supervision team for evaluations consist of the applicable people from the following: immediate supervisor, Regional Administrator, Department Head, Program Leader, and the Associate Provost for Outreach & Engagement.