

[Your Full Name]
[Current Academic Rank/Title]
[Department Name]
[Current Institution]
[Email Address]
[Phone Number]

[Date]

[Chairperson Name]
[Promotion and Tenure Committee / Department Name]
[Institution Name]
[Campus Address]

RE: APPLICATION FOR PROMOTION TO [TARGET ACADEMIC RANK]

Dear [Chairperson Name] and Members of the Committee,

I am writing to formally submit my application for promotion from [**Current Rank**] to [**Target Rank**] within the [**Department Name**] at [**Institution Name**]. Having served in my current role since [Year], I believe my contributions in teaching, research, and service align with the criteria established for this advancement.

Research and Scholarly Activity:

[Briefly highlight key publications, grants secured, or major projects completed since your last appointment/promotion. Mention the impact of your work within the field.]

Teaching and Mentorship:

[Summarize teaching philosophy, notable course developments, pedagogical innovations, and successes in advising or mentoring undergraduate/graduate students.]

Service and Leadership:

[Outline contributions to departmental committees, university-wide initiatives, professional organizations, and community engagement related to your discipline.]

Enclosed please find my comprehensive dossier, including my curriculum vitae, statement of research, teaching portfolio, and supporting documentation. I look forward to the opportunity to discuss how my continued growth will contribute to the long-term goals of the [**Department/College**].

Sincerely,

[Signature]

[Printed Name]