

[Your Current Academic Unit/Department]
[Your Current Institution]
[Phone Number]
[Email Address]

[Date]

[Name of Receiving Dean/Provost/Chair]
[Title]
[Receiving Academic Unit/Department]
[Institution Name]

SUBJECT: FORMAL PROPOSAL FOR ACADEMIC UNIT TRANSITION - [YOUR NAME]

Dear [Recipient Name],

I am writing to formally request a transfer of my academic appointment from the [Current Department/Unit] to the [Target Department/Unit], effective [Proposed Date].

Rationale for Transition:

[Provide a concise explanation of why this move is academically or professionally necessary. Focus on shifting research focus, interdisciplinary alignment, or pedagogical synergy.]

Research and Teaching Alignment:

[Detail how your current projects and future research trajectory better align with the mission of the target unit. Mention specific collaborations or resource requirements.]

Impact on Current Unit:

[Briefly outline the plan for fulfilling existing commitments, including graduate student supervision, committee roles, and remaining grant obligations within the current department.]

Administrative and Financial Implications:

[Mention any expected shifts in salary funding lines, laboratory space, or equipment transfers.]

I look forward to discussing how this transition will benefit the strategic goals of both units and the broader institution. I have attached my current CV and a detailed transition plan for your review.

Sincerely,

[Your Printed Name]
[Current Academic Rank]

cc: [Current Department Chair]
[Human Resources/Provost Office Representative]