

**[Your Full Name]**  
[Current Academic Rank]  
[Department Name]  
[University Name]  
[Email Address]  
[Phone Number]

[Date]

[Name of Department Chair or Promotion Committee Chair]  
[Title]  
[Department Name]  
[University Name]

Dear [Chair Name] and Members of the Promotion and Tenure Committee,  
I am writing to formally submit my application for promotion from **[Current Rank]** to **[Target Rank]** within the Department of [Department Name]. Having served as a faculty member at [University Name] since [Year of Appointment], I have remained dedicated to advancing the mission of this institution through excellence in research, pedagogical innovation, and institutional service.

**Research and Scholarly Contribution:**

Since my last promotion/appointment, my scholarly work has focused on [Primary Research Area]. I have published [Number] peer-reviewed articles in high-impact journals such as [Journal Names] and authored [Number] books/chapters. My research has been supported by [Granting Bodies/Total Funding Amount], and my work has garnered [Number] citations, reflecting its influence within the field of [Field Name].

**Teaching and Mentorship:**

In the classroom, I have developed [Number] new courses and redesigned the curriculum for [Course Name] to incorporate [Specific Methodology]. My student evaluations consistently average [Score/Percentile], and I have successfully mentored [Number] doctoral candidates and [Number] Master's students to completion. I remain committed to fostering an inclusive and rigorous learning environment.

**Service and Leadership:**

My commitment to the university is evidenced by my leadership as [Role/Chair of Committee Name], where I oversaw [Specific Achievement]. Externally, I serve as [Editor/Reviewer/Board Member] for [Organization/Journal], contributing to the broader academic community and enhancing the reputation of our department.

Enclosed please find my curriculum vitae, research statement, teaching portfolio, and selected publications. I look forward to the opportunity to discuss how my continued growth as a scholar and educator aligns with the long-term goals of [University Name].

Sincerely,

[Your Signature]

[Your Printed Name]