

[Your Full Name]
[Current Department/School]
[Current Institution]
[Email Address]
[Phone Number]

[Date]

[Chairperson Name/Promotion Committee]
[Department of Name]
[Institution Name]

Re: Application for Promotion to Senior Lecturer

Dear Members of the Promotion Committee,

I am writing to formally express my interest in being considered for promotion from Lecturer to Senior Lecturer within the [Department Name] at [Institution Name]. Having served as a member of the faculty since [Year], I have consistently demonstrated a commitment to pedagogical excellence, impactful research, and dedicated service to the university community.

Teaching Excellence and Curriculum Development

[Briefly describe teaching philosophy. List key courses taught and any new curricula or modules developed. Mention student evaluations or teaching awards.]

Research and Scholarly Contribution

[Highlight key publications, conference presentations, or grants secured during your time as Lecturer. Explain how your work contributes to the department's reputation.]

Service and Leadership

[Detail committee memberships, administrative roles, student mentorship, or community outreach efforts that demonstrate readiness for a senior rank.]

I am confident that my record of accomplishment aligns with the criteria for Senior Lecturer. I look forward to the opportunity to discuss how my continued growth will support the strategic goals of [Department/Institution Name].

Sincerely,

[Your Signature]
[Your Printed Name]