

Application for Faculty Title Advancement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to formally apply for advancement to the faculty title of [Desired Title] at [Institution's Name]. I have been serving as [Current Title] in the [Department Name] since [Start Date] and believe my contributions and accomplishments warrant consideration for this advancement.

Over the past [Number of Years] years, I have [Briefly list your achievements - e.g., taught various courses, published research, participated in committees, etc.]. Highlights of my work include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

I am committed to [Discuss your vision for the department and future contributions]. I believe that my continued work in this role will significantly benefit our institution and its goals.

Thank you for considering my application. I look forward to discussing this matter further.

Sincerely,

[Your Name]

[Your Current Title]

[Department Name]

[Contact Information]