

Request for Consideration of Academic Rank Advancement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request consideration for advancement in my academic rank to [Desired Rank] within the [Department/School Name]. I have been a member of the faculty since [Year] and have strived to contribute positively to the academic community through my teaching, research, and service.

During my time at [Institution's Name], I have accomplished the following:

- [Highlight significant achievements: teaching methods, publications, research projects]
- [Provide evidence of service contributions: committees, outreach programs]
- [Mention any awards or recognitions received]

I believe that these contributions demonstrate my commitment to excellence and my potential for further contributions to our department and institution. I would be grateful for the opportunity to discuss my qualifications and experiences further.

Thank you for considering my request for academic rank advancement. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Current Rank]

[Department Name]