

Tenure Appraisal Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

Dear [Recipient Name],

I am writing to formally submit my tenure appraisal for consideration. Over the past [number] years, I have dedicated myself to advancing research, teaching, and service within our academic community.

In the area of research, I have published [number] articles in peer-reviewed journals, presented at [number] conferences, and contributed to [number] collaborative projects. My research focuses on [brief description of research area], and I believe these contributions have enhanced both my field and our institution's reputation.

Regarding teaching, I have developed and taught [number] courses that have received positive evaluations from students and colleagues. I am committed to fostering an inclusive and engaging learning environment that encourages student growth and success.

In terms of service, I have actively participated in [number] committees and initiatives, aiming to improve our department and support our students. I believe that my efforts have significantly contributed to the academic community.

I have attached my CV, along with documentation of my accomplishments in the areas of research, teaching, and service, for your review. I appreciate your consideration of my tenure application and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Institution]

[Your Email]

[Your Phone Number]