

Formal Petition for Faculty Rank Upgrade

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an upgrade in my faculty rank from [Current Rank] to [Desired Rank]. I have been a member of [Department Name] at [University Name] since [Year] and during this time, I have [briefly summarize your achievements, contributions, and qualifications that support your request].

As outlined in [any relevant university policy or guidelines], I believe my accomplishments and dedication to [specific contributions such as teaching, research, or service] warrant consideration for this upgrade.

I have attached my updated curriculum vitae and any supporting documentation pertinent to my request. I would appreciate the opportunity to discuss this matter further and am available for a meeting at your earliest convenience.

Thank you for considering my petition. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position]

[Department Name]