

Letter of Appeal for Changes in Faculty Workload

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Department/Office Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal for changes to the current faculty workload policy. As a [Your Position] in the [Your Department], I have witnessed firsthand the challenges that the existing workload structure presents to both faculty and students.

Over the past semester, I have observed [specific examples of issues related to workload], which have impacted my ability to deliver the highest quality education and engage with my students effectively. I believe that a reevaluation of the faculty workload could lead to improved outcomes for both faculty satisfaction and student achievement.

To support this appeal, I have gathered feedback from my colleagues and compiled data that outlines [specific evidence supporting your claim]. I am confident that adjusting the faculty workload could significantly enhance our teaching environment and institutional success.

I would greatly appreciate the opportunity to discuss this matter further and explore potential solutions to better align faculty workloads with our educational goals. Thank you for considering my appeal, and I look forward to your response.

Sincerely,
[Your Name]
[Your Position]