

Faculty Workload Adjustment Proposal

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Institution: [Recipient's Institution]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an adjustment to my current faculty workload for the academic year [insert year or term]. Due to [briefly explain the reason, e.g., increased research commitments, personal circumstances, etc.], I believe that a reassessment of my teaching and service responsibilities is warranted.

Currently, my workload consists of [describe your current workload, e.g., "2 courses per semester, committee memberships, etc."]. I propose the following adjustments:

- Reduce teaching load from [current number of courses] to [proposed number of courses]
- Adjust service commitments to focus on [specific tasks or committees]
- Allocate more time for research activities, particularly in [research area]

I believe these adjustments will not only assist me in maintaining a balanced workload but will ultimately enhance my contributions to [Department/Institution]. I am committed to ensuring that my responsibilities are fulfilled to the best of my ability, while also supporting the overall goals of our department.

I kindly ask for a meeting to discuss this proposal further at your earliest convenience. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Institution]

[Your Contact Information]