

Request for Faculty Workload Balance

Date: [Insert Date]

To: [Department Chair's Name]

From: [Your Name]

Subject: Request for Adjustment of Faculty Workload

Dear [Department Chair's Name],

I hope this message finds you well. I am writing to formally request a review and adjustment of my current faculty workload for the [academic year/semester]. As we approach [insert relevant period], I have experienced [briefly describe the reason for workload imbalance such as increased teaching responsibilities, research obligations, etc.].

In light of these circumstances, I would like to propose that we consider [suggest specific adjustments or support needed, e.g., reduced teaching load, additional resources, etc.]. This adjustment will not only aid in maintaining my efficiency and effectiveness but also ensure that I can continue to contribute positively to our department and student success.

I appreciate your attention to this matter and am open to discussing this request further. Thank you for considering my situation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]