

Justification for Faculty Workload Adjustment

[Your Name]

[Your Title]

[Department]

[University/College Name]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department]

[University/College Name]

Dear [Recipient's Name],

I am writing to formally request a workload adjustment for the upcoming semester due to [reason for adjustment, e.g., increased teaching responsibilities, research commitments, service obligations].

In my current role as [Your Position], I have been consistently dedicated to [mention specific duties or contributions], which has included [provide examples like course development, advising students, etc.]. However, due to [elaborate on the reason for the adjustment], I believe a reassessment of my workload is necessary.

Specifically, I am requesting [state the specific adjustment, e.g., a reduction in teaching load, increased research time, etc.]. This adjustment would be beneficial not only for my personal and professional growth but also enhance my contributions to [mention how it benefits the department, university, or students].

Thank you for considering my request. I appreciate your understanding and support in this matter. I look forward to discussing this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]