*\*\*The highlighted sections below must be customized to include the faculty member’s and departments’ information. Please delete all instructional guidance and place on letterhead before finalizing.\*\**

Primary Department Chair Name  
Title(s)  
Department & School  
*Optional:* Address

September 16, 2024

Dear Dr. CHAIR OF PRIMARY DEPARTMENT,

FACULTY MEMBER NAME AND TITLE’s promotion was recently approved by the University. I am writing to request a promotion of their secondary appointment (without voting rights) in the Department of SECONDARY DEPARTMENT, effective July 1, 20XX *(must align with faculty member’s promotion in their primary department)* to June 30, 20XX *(end date should be in five years for all faculty tracks)*.

If this secondary promotion meets with your approval, please sign on the signature line below.

Sincerely,

Secondary Department Chair Name and Signature  
Title(s)  
Department & School

Primary Department Chair Name  
Title(s)  
Department & School