Date

Dept Chair

Title

RE: Change of track for Dr. [insert name]

Dear Dr. Department Chair,

The purpose of this letter is to respectfully request a change in faculty track for myself, moving my faculty appointment from the Tenure Track to the Clinical faculty. When I joined the Department of [Name] over X year ago, I was placed on the Tenure Track as an Assistant Professor. After reviewing my career aspirations and initiating further discussions with Dr.\_\_\_\_\_\_\_ (Chair, Promotions and Tenure Committee), it has become apparent to me that my assignment to the Tenure Track is no longer appropriate. Based upon this fact, I am requesting that my academic title be changed to Assistant Professor of Clinical [Department] and that I be moved to the Clinical faculty. I feel that the Clinical faculty would be a better fit, and I acknowledge that by transferring tracks, I am relinquishing my eligibility for tenure.

(optional: a paragraph summarizing your accomplishments as a faculty member to date.)

I remain very interested in continuing to participate in the education, research, and administration of the Department. I believe that I can best continue to pursue my academic goals and fulfill the goals of the Department in the Clinical faculty. Thank you very much for your consideration of this very important issue.

Sincerely yours,

Faculty Name