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Sample A: Letter of Application to the Provost

(page 70) Date

Provost
1 LMU Drive, Suite
4820 Los Angeles, CA
90045-2659

Dear (Name of Provost):

Enclosed please find my application for advancement to tenure and/or promotion to the rank of _____ professor.

My tenure-track employment with LMU began in Month/Year at the rank of _____.

(If Candidate is already tenured and seeking promotion only) I was granted tenure in Month/Year and/or promotion to Associate Professor in Month/Year. (The relevant information will be supplied by a letter from the Office of the Provost.)

[Can add personalized text]

If you have any questions, please feel free to contact me at __.

Sincerely,

Assistant/Associate (as appropriate given rank at time of application) Professor Department of ____*

*If the Candidate has a joint appointment, each Department should be identified here.