Dear Dean,

I am writing to request your approval to travel to Snowbird, Utah, on July 13, 2024, to attend a free master class at the AARC Summer Forum, an event designed for respiratory therapy educators and those in a leadership role. This master class, “Encouraging the Next Generation of Faculty” will provide me with valuable resources to benefit both my program and the university.

You may not be aware, but like the shortage of respiratory therapists, the shortage of educators is very real, and it's a rapidly growing concern. This master class aims to aid in growing the number of educators and is designed to help personnel transition to different educational roles and recruit new educators to the workforce.

“The World Needs More RTs” has been a call to action and collaboration of the AARC, NBRC, and CoARC since April 2020. Today, nearly 90 percent of respiratory therapists agree there is a shortage of RTs, citing long-term vacancies, insufficient supply to meet growing demand, increasing retirements and too few RT graduates. The shortage extends to educators as well – in fact, more than half of respiratory care program directors plan to leave the profession over the next decade.

During this interactive workshop, leaders will advise us of creating a transition plan for the education of respiratory therapists who enter practice. To help me create a career transition plan while in the workshop, I will be a part of discussion topics that include the minimum degree to be held by an educator, the skill set one should develop for the desired role, and available sources of financial support through scholarships. The results of this workshop will directly impact the critical workforce needs of the respiratory therapy profession by leveraging the collective knowledge and experience of respiratory therapy educators and leaders across the country.

I am confident that this workshop will not only enhance my skills but also contribute to the academic community and the university. Therefore, I respectfully request your approval for me to travel to attend this master class.

Thank you for considering my request. I look forward to hearing back from you soon.

Sincerely,

[Your Name]