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# SABBATICAL LEAVE APPLICATION FOR:

**Fall 2025 - Spring 2026 (possibly later)**

### DEADLINE TO SUBMIT Signature Page: Sunday, September 24, 2024 at 11:59 PM

### DEADLINE TO SUBMIT Application: Thursday, October 1, 2024 at 11:59 PM

Dear Applicant,

The Joint Academic Senate Sabbaticals, Fellowships, & Awards Committee wish you success as you begin your sabbatical application process. We would also like to remind you of some important details that can facilitate the processing of your application:

* “Sabbaticals are intended to improve instruction” (BP 7341)
* Faculty members must have served on a full-time basis during the preceding six years (ending June 2025). Personal leaves taken during this time may disqualify a candidate from consideration.
* All sabbaticals are awarded for one semester only and should constitute one semester’s worth of work. The committee may award at least 8, one-semester sabbaticals for 2025-2026 school year. Applicants are encouraged to submit proposals supporting the college’s Strategic Initiatives and Institutional Learning Outcomes.
* A *Sabbatical Application Pointers* PowerPoint presentation has been posted on the committee’s website for your information. Consider reviewing these before completing this application.

[Sabbaticals Website (click here for website)](https://www.smc.edu/administration/governance/academic-senate/committees/sabbaticals.php)

### Submitting Your Application

* **Sabbatical Application** deadline is **October 1, 2024 at 11:59 PM**

Completed applications should be sent electronically as an email attachment to George Davison ([davison\_george@smc.edu](mailto:davison_george@smc.edu)).

* **Signature Page**

Before you can submit your sabbatical application, **you must submit a Signature Page with signatures from your department chair and the Dean of Human Resources** (who verifies your eligibility). The Chair’s signature is only to inform them of your intent to apply for a sabbatical for scheduling purposes, not asking for their permission. I will send the signature page to you to sign first and then it will automatically be sent on to the others whose signatures are required. **By September 24th**, you need to send me an email with 3 things in it:

1. ***A one paragraph summary of your sabbatical proposal***
2. ***The semester you want to have your sabbatical (Fall 2025 or Spring 2026)***
3. ***The email address of your department chair***

As the application is due October 1st , please make sure I have this information by **Septmeber 24th** to ensure that the signatories have time to respond.

If you have any questions about the application process, please feel free to contact the Committee Chair **George Davison** (davison\_george@smc.edu), 310-434-4221. We look forward to receiving your application!

**Sabbaticals, Fellowships, & Awards Committee Members**

|  |  |
| --- | --- |
| George Davison, Chair | Tre’Shawn Hall-Baker, Vice Chair |
| Reggie Ellis | Oriana Kim Dorothy Chin |
| Angie Misaghi | Lauren Movius |
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**Scope of Sabbatical Leaves**

As a reminder, the scope of your sabbatical application should constitute a semester’s worth of work. Please note that in order to constitute a full semester’s worth of work, it may be necessary to combine project elements targeting two or more of the following categories. Every proposal will be different. The list below is not exhaustive.

### Professional Development:

*Other study or experience designed to improve teaching effectiveness and/or other expertise related to the applicant’s assignment not otherwise possible through normal workload assignment.*

### Formal Study:

*An academic course of study leading to increased mastery of the faculty member’s own field, the development of an additional area of specialization within the applicant’s field, or the development of a new field of specialization.*

### Independent Research/Creative Project /Field Study:

*Scholarly research, a creative project or a field study project of a scope or nature not permitted by a normal workload assignment.*

### Professionally Beneficial Travel:

*A plan for professionally beneficial travel that will enable the faculty member to develop knowledge, skills, expertise, or an area of specialization within a discipline.*

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**APPLICATION FOR SABBATICAL LEAVE FOR ACADEMIC YEAR 2025-2026**

### DEADLINE FOR SIGNATURE PAGE: September 24, 2024 11:59PM

### DEADLINE FOR APPLICATION: October 1, 2024 at 11:59PM

Please respond to each item thoroughly but limit your response to a reasonable amount of wording. **Please remember that you need to also submit the information for the *Signature Page* to** [**davison\_george@smc.edu**](mailto:davison_george@smc.edu) *by* ***Sept 24th****.*

You can submit your application in a separate document if you wish.

1. Write a **concise but specific** statement describing your proposed one-semester sabbatical leave.
2. State the **objectives** that you expect to complete during your sabbatical leave.
3. In what ways will your sabbatical **contribute to student success, to your colleagues, department, and the College at-large?** Indicate how your proposal reflects the SMC Mission, Vision, Goals and Outcomes Statement (please refer to the end of this application document for the Statement).
4. Identify the **specific activities and/or procedures** that will be performed to meet your objectives. It should be evident that these constitute one semester’s worth of work.
5. Specify a **timeline** for the sequence of each of the activities listed in Item #4.
6. Delineate specific outcomes, skills, or competencies you will achieve as a result of your sabbatical.
7. State explicitly how you plan to **document** your proposed sabbatical activities. Examples of documentation may include one or several of the following: written reports, research or scholarly papers, curriculum revisions, creative projects, multimedia lessons/presentations, videos, transcripts of courses taken.

### You may address questions 2 and 3 of the Application in the format below. How are your proposed activities connected to each objective? You may copy and paste the table below on a separate page for each of your objectives. (It is highly recommended that you complete this section of the application.)

|  |  |  |  |
| --- | --- | --- | --- |
| Objective Number:  Objective description: [taken from Question 2 on the application] | | | |
| Activity | Description | Expected Outcome | Timeframe |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 1.3 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Objective Number:  Objective description: [taken from Question 2 on the application] | | | |
| Activity | Description | Expected Outcome | Timeframe |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| 2.3 |  |  |  |

## A picture containing food Description automatically generatedJOINT ACADEMIC SENATE SABBATICALS, FELLOWSHIPS, & AWARDS COMMITTEE

**SABBATICAL LEAVE ACKNOWLEDGMENT NOTICE**

If the sabbatical leave requested is granted, I hereby declare that I have read and will abide by all the rules governing such leaves, and in addition:

* Any changes in sabbatical plans must be approved by the Sabbatical, Fellowships, & Awards Committee **prior** to the commencement of the leave.
* The Sabbatical, Fellowships, & Awards Committee must be **notified in writing immediately** if substantive changes occur during the leave. If substantive changes occur, I understand that I will submit a sabbatical status report to the Committee, outlining the activities I have completed until that point. The Committee, at its discretion, will determine if the changes significantly alter the scope of my sabbatical proposal and will notify me of its decision. I understand that failure to notify the Committee may result in a referral to the Office of Human Resources.
* If I do not meet the requirements of my sabbatical plan after it has been reviewed for any reasons other than a verified illness, injury, Act of God or other reason beyond my control, I will repay the Santa Monica Community College District all monies paid to me while on my sabbatical leave.
* I acknowledge that ownership of work done on sabbatical will be governed by the faculty’s collective bargaining agreement with Santa Monica College.
* By week 8 of the semester following my sabbatical, I will submit to the Chair of the Joint Academic Senate Sabbaticals, Fellowships, & Awards Committee an electronic version of a report summarizing my professional development experience and activities conducted while on sabbatical leave. I will follow the guidelines for formulating the report that are posted on the committee’s website. Once the report has been reviewed and approved by the Committee, I will submit a final electronic report with any revisions requested by the Committee (if necessary). I understand this report may be published on the committee’s website for dissemination and future reference. I further understand that the committee may request that I make changes to the report to address unanswered questions or to clarify issues, or to provide supplemental materials to document the scope of my sabbatical project.

o The deadline to submit a report is by week 8 of the semester after the sabbatical was taken.

**Santa Monica College Vision, Mission, Goals, & Outcomes**

### Vision

Santa Monica College will be a leader and innovator in learning and achievement. As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation**,** academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness, and sustainability.

### Mission

Santa Monica College provides a safe and inclusive learning environment that encourages personal and intellectual exploration, and challenges and supports students in achieving their educational goals. Students learn to contribute to the global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes the critical importance of each individual's contribution to the achievement of this mission.

Santa Monica College provides open and affordable access to high quality associate degree and certificate of achievement programs and participates in partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.

### Goals

To fulfill this mission, Santa Monica College has identified the following Institutional Learning Outcomes and supporting goals.

### Institutional Learning Outcomes

Santa Monica College students will:

### Personal Attributes:

Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives.

### Analytic and Communication Skills:

Obtain the knowledge and academic skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems.

### Applied Social Knowledge and Values:

Respect the inter-relatedness of the global environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events.

### Applied Knowledge and Valuation of the Physical World:

Take responsibility for their own impact on the earth by living a sustainable and ethical life style.

### Authentic Engagement:

Demonstrate a level of engagement in the subject matter that enables and motivates the integration of acquired knowledge and skills beyond the classroom.

### Supporting Goals

Innovative and Responsive Academic Environment

* Continuously develop curricular programs, learning strategies, and services to meet the evolving needs of students and the community

Supportive Learning Environment

* Provide access to comprehensive student learning resources such as library, tutoring, and technology
* Provide access to comprehensive and innovative student support services such as Admissions and Records, Counseling, Assessment, Outreach and Financial Aid

Stable Fiscal Environment

* Response to dynamic fiscal conditions through ongoing evaluation and reallocation of existing resources and the development of new resources

Sustainable Physical Environment

* Apply sustainable practices to maintain and enhance the College's facilities and infrastructure including grounds, buildings and technology

Supportive Collegial Environment

* Employ decision-making and communication processes that respect the diverse needs of the entire College community