[http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Sabbaticals.aspx](https://www.smc.edu/administration/governance/academic-senate/committees/sabbaticals.php)

# APPLICATION FOR FELLOWSHIP

## Academic Year 2024-2025

## **Application due: Thursday, May 2, 2024 at 11:59PM**

Dear Applicant,

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

* Per the SMC Faculty Association Contract, Section 6.20, fellowships are “defined as one semester projects related to new course development, course materials development, or research related to teaching or student services within the faculty member’s area of discipline expertise.”
* **All faculty members are eligible to apply: full- and part-time.**
* The committee will award up to seven fellowships in the amount of $1,500 each for 2023-2024.
* A *Fellowship Application Pointers* PowerPoint presentation is posted on the Committee’s website for your information. Consider reviewing it before completing this application.

**Submitting Your Application**

## The fellowship application deadline is **Thursday, May 2, 2024 at 11:59PM**

* Completed applications should be sent electronically as an email attachment to George Davison (davison\_george@smc.edu) and ***CCed to your department chair***—this is just informative, not permissive.
* Applications are considered anonymously by the committee; only the committee chair and vice-chair will know the identity of applicants.
* Incomplete applications will result in disqualification.
* A fellowship report will be required of you by the 8th week of the semester after the semester of completion of the term for which the fellowship is granted. This report, once accepted and approved by the Committee may be posted on our website.

If you have any questions about the application process, please feel free to contact **George Davison** (310-434-4221). We look forward to receiving your application!

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| George Davison, Chair | Tre’Shawn Hall-Baker, Vice Chair |
| Reggie Ellis | Dorothy Chin  |
| Lauren Movius | Oriana Kim  |
| Angelina Misaghi |  |
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**Sabbaticals, Fellowships, & Awards Committee Members**



**FELLOWSHIP ACKNOWLEDGMENT NOTICE**

If the fellowship requested is granted, I hereby declare that I have read and will abide by all the rules governing this award, and in addition:

* Any changes in fellowship plans must be approved by the Sabbatical, Fellowships, & Awards Committee prior to the commencement of the fellowship.
* The Sabbatical, Fellowships, & Awards Committee must be **notified in writing immediately** if substantive changes to my fellowship occur. If substantive changes occur, I understand that I will submit a fellowship 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 fellowship proposal and will notify me of its decision.
* If I do not meet the requirements of my fellowship plan after it has been approved for any reasons other than a verified illness, injury, Act of God or other reason beyond my control, I will not receive the fellowship stipend.
* I acknowledge that ownership of work done through the fellowship will be governed by the faculty’s collective bargaining agreement with Santa Monica College.
* By the end of the 8th week of the semester after completing my fellowship, I will submit to the Chair of the Joint Academic Senate Sabbaticals, Fellowships, and Awards Committee an electronic version of a report summarizing my fellowship project and activities conducted. 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.
	+ Deadline to submit the report for a Fall 2024 fellowship is week 8 Spring 2025.
	+ Deadline to submit the report for a Spring 2025 fellowship is week 8 Fall 2025.
* Once the fellowship report has been approved by the committee, HR will inform Academic Affairs to initiate the stipend. This process can take a couple of months.

JOINT ACADEMIC SENATE SABBATICALS, FELLOWSHIPS, & AWARDS COMMITTEE

<https://www.smc.edu/administration/governance/academic-senate/committees/sabbaticals.php>

# APPLICATION FOR FELLOWHIP

## Academic Year 2023-2024

#### Deadline to submit: Thursday May 2, 2024 at 11:59PM

**The Sabbaticals, Fellowships & Awards Committee will consider your application anonymously. Only the committee chair and vice-chair will know the names of applicants.**

Please respond to each item thoroughly but limit your response to a reasonable amount of wording. All applications must be sent electronically as an email attachment to George Davison (davison\_george@smc.edu) and CCed to your department chair.

#### Write a concise statement describing your fellowship project. Include your proposed objectives and activities.

1. **In what ways will the outcomes of this project benefit your students and the college?**
2. **How might you share the benefits of your fellowship with the SMC community?**

**4. How will you document your proposed fellowship activities?**

Examples of documentation may include, but are not limited to: detailed written report, research or scholarly paper, documented curriculum revisions, creative project, multimedia lessons/presentations, videos.