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**Administrative Regulation**  
Chapter 7 – Human Resources

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**AR 7341            SABBATICALS**

1. Sabbaticals are intended to improve instruction; therefore, a wide variety of sabbatical projects will be considered, such as study, institutional research, travel, independent study, and industrial research. One type of project shall not have greater merit than another.
2. Tenured faculty members may apply during or after their sixth consecutive year of full-time service for a first sabbatical leave to take place in the following academic year. During or after their sixth consecutive year of full-time service following a sabbatical leave, faculty members may apply for a subsequent sabbatical to take place in the following academic year. A year of full-time service is defined as 75% of the days in an academic year and 100% of the regular assignment.
3. The Board of Trustees reserves the right to determine the financial level of support each year for sabbaticals, subject to the faculty collective bargaining agreement. The Academic Senate Sabbaticals and Fellowships Committee will recommend the names of faculty members to go on sabbatical leave. Following approval by the Academic Senate, the Committee's recommendations and copies of the approved sabbatical applications shall be forwarded to the Superintendent/President and to the Board of Trustees for confirmation action.

In the event that the Board of Trustees chooses to grant a number of sabbatical leaves that is greater than or equal to the minimum number specified in the faculty collective bargaining agreement and less than the number of applications approved by the Academic Senate, the Sabbaticals and Fellowships Committee shall determine the approved applications to be forwarded again to the Board of Trustees for confirmation action.

4. All faculty members approved for sabbatical leaves shall receive 100% of their regular contract salary.
5. Salary received in connection with sabbatical leave projects shall not exceed 100% of the faculty member's regular contract salary.
6. Sabbatical leaves shall count toward salary schedule step movement and retirement. Salary deductions shall continue in the usual manner, such as retirement, and additional health and welfare deductions.
7. No sick leave shall be earned while the faculty member is on sabbatical leave.
8. Personnel going on sabbatical leave shall, upon their return, render full-time service for a period twice as long as the period of sabbatical granted and shall guarantee this service by signing a contract to that effect before commencing the sabbatical.
9. Any changes in sabbatical projects must be approved by the Academic Senate Sabbaticals and Fellowships Committee prior to the commencement of the leave. The Sabbaticals and Fellowships Committee must be notified in writing immediately if substantive changes occur during the leave.

10. All academic personnel going on sabbatical leaves shall be required to sign a contract guaranteeing the completion of their projects as approved by the Academic Senate Sabbaticals and Fellowships Committee.
11. Sabbatical recipients shall submit an electronic version of the summary report of their activities to the Chair of the Sabbaticals and Fellowships Committee by the deadline given in Section 12 below. The summary report shall include, but need not be limited to, statements concerning the academic merit, relevance, and benefits of the leave.
12. The Sabbaticals and Fellowships Committee shall evaluate the summary report to determine if the sabbatical project was substantially completed. The committee shall notify the sabbatical recipient of the preliminary decision by the deadline given below. In the event that the preliminary decision is that the report is satisfactory, this shall be considered to be the committee's final decision. If the preliminary decision is not conveyed to the applicant by SMC email by the deadline, the committee's final decision shall be that the report is satisfactory.

In the event of a preliminary determination that the sabbatical project was not substantially completed, the committee shall notify the sabbatical recipient, the appropriate Vice-President and the Academic Senate President of the nature of the concern and the opportunity to submit additional and revised materials by the deadline given below. Such notice shall inform sabbatical recipients of their right to have representation from the Santa Monica College Faculty Association. If the Sabbaticals and Fellowships Committee requires further clarification, the sabbatical recipient, the recipient's Faculty Association representative (if enlisted), the Academic Senate President and the appropriate Vice-President shall be invited to attend the discussion meeting of the Sabbaticals and Fellowships Committee, which will be held in closed session. The purpose of the discussion meeting is to enable the sabbatical recipient to explain and clarify supporting materials, and to answer questions related to the sabbatical project. Following the discussion meeting, the committee shall issue a final decision and notify the sabbatical applicant by the deadline given below. If the final decision is not conveyed to the applicant via SMC email by the deadline, the committee's final decision shall be that the report is satisfactory.

The timeline and deadlines for the evaluation process are as follows and refer to weeks in Fall and Spring semesters.

	<u>Deadlines</u>
Submission of summary report:	End of Week 12 of the semester subsequent to completion of the sabbatical
Preliminary decision and notification:	End of Week 16 of the semester subsequent to completion of the sabbatical
Submission of additional/revised materials, if necessary:	End of Week 2 of the second semester following completion of the sabbatical
Discussion meeting, if necessary:	End of Week 6 of the second semester following completion of the sabbatical
Committee final decision and notification, if necessary:	End of Week 7 of the second semester following completion of the sabbatical

Upon conclusion of the evaluation process, the Sabbaticals and Fellowships Committee shall forward one copy of each recipient's summary report and one copy of each result of the committee's evaluation: to the Superintendent/President, to the Board of Trustees, and to the Office of Human Resources.

13. If the Sabbaticals and Fellowships Committee decides that the sabbatical project was not satisfactorily completed, for causes other than illness, injury, acts of God, or other reasons beyond the control of the faculty member, as verified by Human Resources, the committee will refer the matter to the Vice-President of Academic Affairs and the Academic Senate President for possible further action. If the Board of Trustees ultimately deems it to be a breach of contract, remedies may include repayment of all District funds received while on sabbatical leave.

Reviewed and/or Updated 9/2003, 7/2008

Reference: AR 3210

Revised 5/2013, 7/2014, 3/2017

*(Replaces SMC AR 3215)*