1   **ARTICLE 23 [~~2016~~2017 -2018]**

2   *[supersedes earlier versions, including 2015-2018]*

3   *SALARIES*

4

5   **23.1   Policy**. The parties of this Agreement recognize the importance of providing appropriate

6   compensation as an essential component in the delivery of quality higher education programs and quality

7   scholarship that is recognized nationally and internationally. To that end, the parties are committed to

8   working toward the common goals of the University of Central Florida. This policy statement is not

9   subject to Article 20, Grievance Procedure.

10

11   **23.2   Promotion Increases.**

12   (a)   Promotion salary increases shall be granted on August 8 following that promotion in an

13   amount equal to 9.0% of the employee's salary as of August 7 in recognition of promotion to one of the

14   ranks listed below:

15   (1)   To Assistant in_____, and Assistant University Librarian;

16   (2)   To Associate Professor, Associate Instructor, Associate Lecturer, Associate

17   Scholar/Scientist/Engineer, Associate in _____, Associate Instructional Designer, and Associate

18   University Librarian;

19   (b)   Following ratification of this document, future p~~P~~romotion salary increases shall be

20   granted on August 8 following that promotion in an amount equal to 10.0% of the employee's salary as of

21   August 7 in recognition of promotion to one of the ranks listed below:

22   ~~(3)~~   To Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer,

23   University Librarian, and Senior Instructional Designer.

24

25   **23.3   Legislatively Mandated Increases.**

26   (a)   No legislatively mandated increases were provided in 20~~16~~17.

27

28   **23.4   Other Increases.**

29   (a)   Across-the Board Salary Increases. Effective ~~December 16, 2016,~~November 17, 2017, for

30   the 20~~16~~17-20~~17~~18 year, each eligible employee shall receive a one percent (1.0%) increase to the

31   employee's base salary. This increase will be calculated using the employee's salary as of ~~December 16,~~

32   ~~20167~~November 17, 2017. An employee shall be eligible if the employee's most recent annual

33   evaluation, if provided, was Satisfactory or above; the employee was in an employment relationship (not

34   OPS) with the University prior to May 7, 20~~16~~7; and the employee remains in a continual employment

35   relationship at the date of implementation. Employees employed in 201~~56~~-1~~6~~7 that meet the above

36   qualifications and were not evaluated shall be provided with an evaluation for the period and shall be

37   eligible for the increase.

38   (b)   One-time payment. In addition to the across-the board increases taking effect on

39   ~~December 16, 2016~~November 17, 2017, all employees eligible for that increase shall receive a one-time

40   payment of ~~$970~~ _____$610 on December ~~16~~8~~, 2016~~, 2017, or as soon as practicable thereafter.

41   (c)   Merit Salary Increases. Effective ~~December 16, 2016,~~ November 17, 2017 for the 2017~~6~~-

42   201~~8~~7 year, the University shall provide merit salary increases to each department/unit equal to one and

43   one- quarter~~half~~ percent (1.2~~5~~%) of the total base salary of employees in the department/unit as of August

44   ~~12~~11, 2017~~6~~. All employees who are not members of a department/unit shall be grouped together and

45   treated as a department/unit for the purpose of calculating and providing merit salary increases. Merit

46   salary increases shall be provided to eligible employees in each department/unit who are in an

47   employment relationship (not OPS) with the University prior to May 7, 2017~~6~~; who remain in an in-unit

48   employment relationship at the date of implementation; and who meet the following criteria and

49   procedures.

50   ————(1)   Eligibility. For the 2017<s>6</s>-2018<s>7</s> year, an employee is eligible under this Section
51   if he or she received an *Above Satisfactory* or *Outstanding* on his or her most recent annual evaluation,
52   has had no break in service between May 7, 2017<s>6</s> and the implementation date, and is still employed in
53   unit at the University on the date of contract<s>BOT</s> ratification.
54   (2)   Distribution. <s>The m</s>Merit salary increases for eligible employees shall be
55   calculated as a percentage of their base salary. Such increases shall be distributed proportionately to those
56   employees whose most recent annual evaluations are *Above Satisfactory* or *Outstanding* in a ratio of 1.0
57   for *Above Satisfactory* and 2.0<s>1.7</s> for *Outstanding*.
58   (d)   Equity Increases. Effective <s>December 16, 2016</s>November 17, 2017 for the 2016<s>7</s>-2017<s>8</s>
59   year, the University shall provide <s>an amount equal to one-fifth of one percent (0.20%) of the total base</s>
60   <s>salary of all E&G employees as of August 12, 2016</s>a pool of up to two hundred and fifty thousand dollars
61   ($250,000). <s>to all regular, clinical, research, non-visiting employees whose August 12, 2016</s>7, 1.0 FTE
62   <s>base salary was less than $45,000 for those with a Ph.D. or equivalent terminal degree, or less than</s>
63   <s>$42,000 for all others or whose 12-month salary was less than $60,000 for those with a Ph.D. or</s>
64   <s>equivalent degree or less than $56,000 for all others.</s> Equity increases shall be distributed proportionately
65   to the difference between the employee's August 1<s>1</s>2, 2016<s>7</s> salary and the thresholds below<s>above</s>. The
66   increase would be available to employees who were in an employment relationship (not OPS) with the
67   University prior to May 7, 2017; who remain in an in-unit employment relationship at the date of
68   implementation, and that also meet the following eligibility requirements: regular, clinical, research, non-
69   visiting E&G employees whose August 11, 2017 1.0 FTE base salary also meets one of the following
70   qualifications:
71   (1) 9-month salary:
72   a.   is less than $45,000 and who holds Ph.D. or equivalent terminal degree
73   b.   is less than $42,000 for all other employees
74   (2) 12-month salary:
75   a.   is less than $60,000 and who holds Ph.D. or equivalent terminal degree
76   b.   is less than $56,000 for all other employees
77
78   **23.5   Annual Incentive Award Programs.** Incentive Award Programs recognize and promote
79   employee excellence and productivity that respond to and support the mission of the University of Central
80   Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give
81   final approval for awards to successful faculty.
82   Each year, the University shall make available to eligible employees 120 Incentive Awards. The
83   awards shall be distributed <s>in the next award cycle after ratification of this document</s> as set forth in
84   Paragraphs (a) through (f) below. Regardless of the contract length (9 months through 12 months), award
85   recipients shall receive a one-time award of $5,000 as soon as practicable and a $5,000 increase to their
86   salary effective at the beginning of the succeeding academic year. Employees on visiting and other
87   temporary appointments are not eligible for incentive awards.
88   (a)   **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program ("UCF-
89   TIP") rewards teaching productivity and excellence. Each academic year the University shall make
90   available up to fifty<s> five</s> UCF-TIP awards to employees. The UCF-TIP award recognizes faculty
91   contributions to UCF's key goals of offering the best undergraduate education available in Florida and
92   achieving international prominence in key programs of graduate study. Employees applying for TIPs must
93   meet current productivity criteria.
94   (b)   **UCF-Research Incentive Award Program.** The UCF-Research Incentive Award
95   ("UCF-RIA") program recognizes outstanding research, scholarly, or creative activity that advances the
96   body of knowledge in a particular field, including interdisciplinary research and collaborations. Each
97   academic year the University shall make available up to fifty<s> five</s> UCF-RIA awards to employees. The
98   UCF-RIA award recognizes employee contributions to UCF's key goal of achieving international
99   prominence in research and creative activities.

100   (c)   **Scholarship of Teaching and Learning Awards** (SoTLs). SoTLs use discovery,
101   reflection, and evidence-based methods to research effective teaching and student learning. While the
102   implementation of SoTL outcomes can result in teaching excellence and increasing teaching
103   effectiveness, this award recognizes not teaching excellence but scholarly efforts. Each For academic
104   year 2016-2017, the University shall make available up to ten (10) SoTL awards.
105   (d)   Eligibility. All full-time, regular employees who meet the applicable criteria shall be
106   eligible for Incentive Award programs in their fifth year of continuous service, and beginning in the fifth
107   academic year after receiving a particular Incentive Award (i.e. every five years.)
108   (de)   **Applications for Incentive Awards.** Beginning with the 2016-2017 awards, the Office
109   of Faculty Excellence will initiate an electronic application process.Applications shall be completed on-
110   line.
111   (f)   Deadlines.
112   (1) UCF TIP applications shall be due no sooner than the third week of December
113   (2) UCF RIA applications shall be due no sooner than the first week of February
114   (3) UCF SoTL applications shall be due no sooner than the first week of March
115   (g)   Applications.
116   (1)   TIP Awards. TIP applications shall include the following:
117   (a)   Teaching and Learning Philosophy Statement (500 words maximum)
118   (b)   Summary of Instructional Activities (300 words maximum)
119   (c)   Impact of Instruction Including Evidence of Student Learning (300
120   words maximum)
121   (d)   CV
122   (e)   Annual Assignments (previous four years)
123   (f)   Annual Evaluations (previous four years)
124   (g)   Course Assignments (previous four years; provided through Pegasus
125   Portal)
126   (h)   Student Evaluations SPoIs Summaries (previous four years)
127   (i)   Supporting Materials (Optional- not to exceed 40 MB per item)
128   (2)   RIA Awards. RIA applications shall include the following:
129   (a)   Research, Scholarly, or Creative Activity (100 word maximum)
130   (b)   Research, Scholarly, or Creative Activity—Secondary Area (100 word
131   maximum-optional)
132   (c)   Impact, Achievements, and Recognition (500 words maximum)
133   (d)   CV
134   (e)   Annual Assignments (previous four years)
135   (f)   Annual Evaluations (previous four years)
136   (g)   Course Assignments (previous four years)
137   (h)   Supporting Materials (Optional—not to exceed 40 MB)
138   (3)   SoTL Awards. SoTL applications shall include the following:
139   (a)   Statement of SoTL (250 words maximum)
140   (b)   Summary of SoTL Accomplishments (100 words maximum)
141   (c)   Impact of SoTL Research (500 words maximum)
142   (d)   CV
143   (e)   Annual Assignments (previous four years)
144   (f)   Annual Evaluations (previous four years)
145   (g)   Supporting Materials (Optional- not to exceed 40 MB per item)
146
147   (eh)   **Incentive Award Selection.**
148   (1)   TIPs/RIAs. College or unit committees for the TIP and RIA award programs
149   shall be elected by and from the unit employees. The committees shall equitably represent the
150   departments or units within them. Employees who plan to apply for a particular award in the current or

151   immediately following cycle shall not be eligible to serve on the committee. A committee chairperson for
152   each incentive award program shall be elected by and from the college/unit committee. The chairperson
153   shall charge the committee that members shall only consider the merits of the application. No additional
154   outside information or discussion of position, e.g., instructor vs. tenure track faculty, past awards, current
155   salary, etc., may be considered. The committee shall review the award applications and shall submit a
156   ranked list of recommended employees to the dean or dean's representative. In ranking the applicants,
157   committee members shall only consider the merits of the application. The committee shall not impose any
158   numerical criteria or weightings during the ranking process, and for completed applications, departures
159   from the application specifications may impact but shall not disqualify an application.
160   (a)   Each committee member shall review all applications and transmit a
161   preliminary ranking to the committee chair. Committee members may rank as many applicants as they
162   deem merit the award, with the highest rank given to the top candidate (i.e., the highest rank equals the
163   number of applicants, N), the next highest rank being N-1, and so on. Applications that are not deemed
164   acceptable for an award shall be left unranked.
165   (b)   In larger colleges or units, subcommittees may be formed from the
166   committee at-large in the interest of efficient evaluation of the incentive award applications. Each
167   subcommittee must include at least three members, and every member of the committee at-large must
168   serve on a subcommittee. The applications to be reviewed ~~will~~shall be equitably partitioned among the
169   subcommittees. The subcommittees ~~will~~shall follow the ranking procedure outlined above to determine
170   which applications they will recommend to the committee at-large. Then the committee at-large ~~will~~shall
171   be convened to review the applications recommended by the subcommittees. The members of the
172   committee at-large ~~will~~shall discuss the subcommittee recommendations and, finally, use the ranking
173   procedure described above to rank the applications recommended by the subcommittees. In the event of
174   ties, the ties ~~will~~shall be broken as described below.
175   (c)   The committee chair shall convene the committee and review their initial
176   rankings. Discussion shall be limited to information contained in the application and may focus on
177   applicants with a large variance in rankings, to try to identify the cause of and reduce disparate rankings.
178   (d)   Following this discussion, the committee shall use a secret ballot to rank
179   candidates using the procedure stated above in this section.
180   (e)   A majority of voting committee members present must rank an applicant
181   for that employee to be eligible for an incentive award.
182   (f)   The applicant with the highest mean score ~~will~~ shall have the highest
183   priority for an incentive award, the applicant with the next highest mean score the next highest priority,
184   and so on, until all applicants who received a majority of votes are ranked in order.
185   (g)   In the case of a tie vote that must be resolved to allocate available
186   awards, the committee shall vote on just the tied candidates. The candidate with the most votes shall be
187   ranked ahead of those with fewer votes. Voting shall continue using this procedure until all such ties are
188   resolved.
189   (h)   The committee chair ~~will~~shall transmit this ranked list to the dean or
190   dean's representative, or unit head who approves the awards. If the selection committee awards fewer
191   than the number of awards available or if the dean or unit head does not approve an award from the list
192   submitted by the selection committee, then the award(s) shall be retained in the same college or unit for
193   one additional cycle before it is returned to the overall pool for apportionment.
194   ~~(i)   If the number of previously awarded (i.e., awarded prior to 2018) but~~
195   ~~relinquished (e.g., due to retirement or resignation) TIP and RIA awards exceeds fifty after the 2017~~
196   ~~award cycle, then the relinquished pre-2018 awards beyond fifty shall be pooled at the university level,~~
197   ~~along with the new awards for that year, and distributed in proportion to the number of eligible faculty in~~
198   ~~each college. No Incentive awards issued after ratification of this document that are relinquished shall be~~
199   ~~eligible for re-issuance (future awards are not pooled for redistribution)~~
200   (~~i~~i)   For purposes of TIP/RIA selection as stated above, "college" shall also
201   include the group of employees whose primary assignment is in the College of Undergraduate Studies, the

202   College of Graduate Studies, an institute or center. These employees shall be grouped together for
203   purposes of calculating the number of awards available for each award category. The college committee
204   shall consist of a member from each of the units represented.
205
206   **23.6   Excellence Awards.** The University shall implement the merit-based bonuses set forth below to
207   recognize and promote employee excellence and productivity that respond to and support the mission of
208   the University of Central Florida.
209   (a)   Trustee Chair Professorship. The UCF Trustee Chair Professorship is a multi-year
210   appointment awarded to employees with an extraordinary record of accomplishment in the three primary
211   areas of academic endeavor: teaching, research and service. The objective of this appointment is to
212   recognize and celebrate outstanding performance with a title and resources commensurate with
213   accomplishment.
214   (1)   Award recipients shall receive an annual stipend of $50,000 funded by the
215   University. Up to $25,000 can be used as a salary supplement. These chairs have a five-year renewable
216   appointment.
217   (2)   Each academic year, the University shall award up to eight Trustee Chair
218   Professorships.
219   (3)   These awards shall be made according to existing criteria and procedures.
220   (b)   Pegasus Professor. The Pegasus Professor award recognizes excellence in the three
221   primary areas of academic endeavor: teaching, research and service.
222   (1)   Award recipients shall receive a one-time payment of $5,000 from Foundation
223   funds as well as a Pegasus statue.
224   (2)   Each academic year, the University may award Pegasus Professor awards.
225   (3)   These awards shall be made according to existing criteria and procedures.
226   (c)   Excellence Awards
227   (1)   Award recipients shall receive a one-time payment of $2,000.
228   (2)   Each academic year, the University shall award Excellence in Undergraduate
229   Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in
230   Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two University
231   Awards for Excellence in Faculty Academic Advising, one University Award for Excellence in
232   Professional Academic Advising, Excellence in Research awards, one University Distinguished Research
233   award, two University Awards for Excellence in Professional Service, one Excellence in Librarianship
234   award, one Excellence in English Language Institute Instruction and one Excellence in Instructional
235   Design award.
236   (3)   These awards shall be made according to existing criteria and procedures published by
237   the Office of Faculty Excellence.
238
239   **23.7   Salary Increases for Employees Funded by Contracts and Grants.**
240   (a)   Employees on contracts or grants shall receive salary increases equivalent to similar
241   employees on Education and General (E&G) funding, provided that such salary increases are permitted
242   by the terms of the contract or grant and adequate funds are available for this purpose in the contract or
243   grant. In the event such salary increases are not permitted by the terms of the contract or grant, or in the
244   event adequate funds are not provided, the president or president's representative shall seek to have the
245   contract or grant modified to permit or fund such increases.
246   (b)   Nothing contained herein shall prevent employees whose salaries are funded by grant
247   agencies from being allotted raises higher than those provided in this Agreement if such increases are
248   provided by the granting agency.
249
250   **23.8   Administrative Discretion Increases.** ~~On~~From September 1, 201~~7~~6 through August 31,
251   201~~8~~7, the University may provide Administrative Discretion Increases up to one and one-half percent

252 (1.5%) of the total salary rate of Education and General (E&G) employees who were in an employment
253 relationship with the University on May 7, 2017~~6~~. Any Administrative Discretion Increase provided to
254 contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing
255 wage adjustment for the purpose of qualifying for immigration status, or any salary increase to settle a
256 legitimate, broad-based employment dispute shall not be subject to the terms and limitations of this
257 Section.
258   (a)   The University may provide Administrative Discretion Increases for verified written
259 offers of outside employment, special achievements, merit, compression and inversion, equity and market
260 equity considerations, and similar special situations to employees in the bargaining unit.
261   (b)   Administrative Discretionary Increases for verified written offers of outside employment
262 shall not contribute to the calculation of the salary rate.
263   (c)   UFF Notification. At least 14 days prior to the effective date of any such increase, the
264 University shall provide to the UFF a written notification of the increase which states the name of the
265 employee, the rank and discipline of the employee, the amount of the increase, and the reason for the
266 increase.
267   (d)   The University's ability to provide Administrative Discretion Increases shall expire
268 August 31, 2018~~7~~, and shall not become part of the status quo.
269
270 **23.9   Report to Employees.** All employees shall receive notice of their salary increases prior to
271 implementation.
272
273 **23.10   Type of Payment for Assigned Duties.**
274   (a)   Duties and responsibilities assigned by the University to an employee that do not exceed
275 the available established FTE for the position shall be compensated through the payment of salary, not
276 Other Personal Services (OPS) wages.
277   (b)   Duties and responsibilities assigned by the University to an employee that are in addition
278 to the available established FTE for the position shall be compensated through OPS wages, not salary.
279
280 **23.11   Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for
281 9-month employees shall be offered each year during an annual open enrollment period from April 1 to
282 June 30. If chosen by the employee, this payment option shall become effective for one year starting with
283 the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed
284 savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the
285 Fall and Spring semesters with a change in that amount to account for those paychecks from which
286 double premiums are deducted. The total savings shall be returned to the employee in equal amounts for
287 the five full bi-weekly paychecks received during the Summer ~~semester~~. The University shall provide an
288 online calculator and assistance as reasonable, taking into account time and resources, to assist the
289 employee in determining a savings amount and fixed reduction amount that will allow the employee's net
290 paychecks to remain approximately level across the 24 pay periods. Pay received for supplemental
291 summer assignments shall be unaffected by this plan. This pay plan is subject to tax limitations.
292
293 **23.12   Administrative Salary Stipends.** A temporary salary increase that is provided to an
294 employee as compensation for performing a specific, titled administrative function shall be permitted
295 under this agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of
296 any Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend
297 which states the name of the employee, the rank and discipline of the employee, the amount of the
298 stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's salary,
299 the amount so converted shall be treated as an Administrative Discretion Increase during the year in
300 which the conversion takes place and shall be subject to limitations of that section.
301

302   **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
303   twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary rate
304   by 26.1 pay periods.