ARTICLE 23 [2016-2017]
[supersedes earlier versions, including 2015-2018]

SALARIES

23.1 Policy. The parties of this Agreement recognize the importance of providing appropriate compensation as an essential component in the delivery of quality higher education programs and quality scholarship that is recognized nationally and internationally. To that end, the parties are committed to working toward the common goals of the University of Central Florida. This policy statement is not subject to Article 20, Grievance Procedure.

23.2 Promotion Increases.
(a) Promotion salary increases shall be granted on August 8 following that promotion in an amount equal to 9.0% of the employee’s salary as of August 7 in recognition of promotion to one of the ranks listed below:
   (1) To Assistant in_______, and Assistant University Librarian;
   (2) To Associate Professor, Associate Instructor, Associate Lecturer, Associate Scholar/Scientist/Engineer, Associate in ______, Associate Instructional Designer, and Associate University Librarian;
   (3) To Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer, University Librarian, and Senior Instructional Designer.

23.3 Legislatively Mandated Increases.
(a) No legislatively mandated increases were provided in 2016.

23.4 Other Increases.
(a) Across-the Board Salary Increases. Effective December 16, 2016, for the 2016-2017 year, each eligible employee shall receive a one percent (1.0%) increase to the employee’s base salary. This increase will be calculated using the employee’s salary as of December 16, 2016. An employee shall be eligible if the employee’s most recent annual evaluation, if provided, was Satisfactory or above; the employee was in an employment relationship with the University prior to May 7, 2016; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 2015-16 that meet the above qualifications and were not evaluated shall be provided with an evaluation for the period and shall be eligible for the increase.
   (b) One-time payment. In addition to the across-the board increases taking effect on December 16, 2016, all employees eligible for that increase shall receive a one-time payment of $970 on December 16, 2016, or as soon as practicable thereafter.
   (c) Merit Salary Increases. Effective December 16, 2016, for the 2016-2017 year, the University shall provide merit salary increases to each department/unit equal to one and one-half percent (1.5%) of the total base salary of employees in the department/unit as of August 12, 2016. All employees who are not members of a department/unit shall be grouped together and treated as a department/unit for the purpose of calculating and providing merit salary increases. Merit salary increases shall be provided to eligible employees in each department/unit who are in an employment relationship with the University prior to May 7, 2016; who remain in an in-unit employment relationship at the date of implementation; and who meet the following criteria and procedures.
      (1) Eligibility. For the 2016-2017 year, an employee is eligible under this Section if he or she received an Above Satisfactory or Outstanding on his or her most recent annual evaluation, has had no break in service between May 7, 2016 and the implementation date, and is still employed in unit at the University on the date of BOT ratification.
      (2) Distribution. The merit salary increases for eligible employees shall be calculated as a percentage of their base salary. Such increases shall be distributed proportionately to those employees...
whose most recent annual evaluations are *Above Satisfactory* or *Outstanding* in a ratio of 1.0 for *Above Satisfactory* and 1.7 for *Outstanding*.

(d) **Equity Increases.** Effective December 16, 2016, for the 2016-2017 year, the University shall provide an amount equal to one-fifth of one percent (0.20%) of the total base salary of all E&G employees as of August 12, 2016 to all regular, clinical, research, non-visiting employees whose August 12, 2016, 1.0 FTE base salary was less than $45,000 for those with a Ph.D. or equivalent terminal degree, or less than $42,000 for all others or whose 12-month salary was less than $60,000 for those with a Ph.D. or equivalent degree or less than $56,000 for all others. Equity increases shall be distributed proportionately to the difference between the employee’s August 12, 2016 salary and the thresholds above.

23.5 **Annual Incentive Award Programs.** Incentive Award Programs recognize and promote employee excellence and productivity that respond to and support the mission of the University of Central Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give final approval for awards to successful faculty.

Each year, the University shall make available to eligible employees 120 Incentive Awards. The awards shall be distributed in the next award cycle after ratification of this document as set forth in Paragraphs (a) through (f) below. Regardless of the contract length (9 months through 12 months), award recipients shall receive a one-time award of $5,000 as soon as practicable and a $5,000 increase to their salary effective at the beginning of the succeeding academic year. Employees on visiting and other temporary appointments are not eligible for incentive awards.

(a) **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program (“UCF-TIP”) rewards teaching productivity and excellence. Each academic year the University shall make available up to fifty-five UCF-TIP awards to employees. The UCF-TIP award recognizes faculty contributions to UCF’s key goals of offering the best undergraduate education available in Florida and achieving international prominence in key programs of graduate study. Employees applying for TIPs must meet current productivity criteria.

(b) **UCF-Research Incentive Award Program.** The UCF-Research Incentive Award (“UCF-RIA”) program recognizes outstanding research, scholarly, or creative activity that advances the body of knowledge in a particular field, including interdisciplinary research and collaborations. Each academic year the University shall make available up to fifty-five UCF-RIA awards to employees. The UCF-RIA award recognizes employee contributions to UCF’s key goal of achieving international prominence in research and creative activities.

(c) **Scholarship of Teaching and Learning Awards** (SoTLs). SoTLs use discovery, reflection, and evidence-based methods to research effective teaching and student learning. While the implementation of SoTL outcomes can result in teaching excellence and increasing teaching effectiveness, this award recognizes not teaching excellence but scholarly efforts. For academic year 2016-2017, the University shall make available up to ten (10) SoTL awards.

(d) **Applications for Incentive Awards.** Beginning with the 2016-2017 awards, the Office of Faculty Excellence will initiate an electronic application process.

(e) **Incentive Award Selection.**

(1) **TIPs/RIAs.** College or unit committees for the TIP and RIA award programs shall be elected by and from the unit employees. The committees shall equitably represent the departments or units within them. Employees who plan to apply for a particular award in the current or immediately following cycle shall not be eligible to serve on the committee. A committee chairperson for each incentive award program shall be elected by and from the college/unit committee. The chairperson shall charge the committee that members shall only consider the merits of the application. No additional outside information or discussion of position, e.g., instructor vs. tenure track faculty, past awards, current salary, etc., may be considered. The committee shall review the award applications and shall submit a ranked list of recommended employees to the dean or dean’s representative. In ranking the applicants, committee members shall only consider the merits of the application. The committee shall not impose any
numerical criteria or weightings during the ranking process, and for completed applications, departures from the application specifications may impact but shall not disqualify an application.

(a) Each committee member shall review all applications and transmit a preliminary ranking to the committee chair. Committee members may rank as many applicants as they deem merit the award, with the highest rank given to the top candidate (i.e., the highest rank equals the number of applicants, N), the next highest rank being N-1, and so on. Applications that are not deemed acceptable for an award shall be left unranked.

(b) In larger colleges or units, subcommittees may be formed from the committee at-large in the interest of efficient evaluation of the incentive award applications. Each subcommittee must include at least three members, and every member of the committee at-large must serve on a subcommittee. The applications to be reviewed will be equitably partitioned among the subcommittees. The subcommittees will follow the ranking procedure outlined above to determine which applications they will recommend to the committee at-large. Then the committee at-large will be convened to review the applications recommended by the subcommittees. The members of the committee at-large will discuss the subcommittee recommendations and, finally, use the ranking procedure described above to rank the applications recommended by the subcommittees. In the event of ties, the ties will be broken as described below.

(c) The committee chair shall convene the committee and review their initial rankings. Discussion shall be limited to information contained in the application and may focus on applicants with a large variance in rankings, to try to identify the cause of and reduce disparate rankings.

(d) Following this discussion, the committee shall use a secret ballot to rank candidates using the procedure stated above in this section.

(e) A majority of voting committee members present must rank an applicant for that employee to be eligible for an incentive award.

(f) The applicant with the highest mean score will have the highest priority for an incentive award, the applicant with the next highest mean score the next highest priority, and so on, until all applicants who received a majority of votes are ranked in order.

(g) In the case of a tie vote that must be resolved to allocate available awards, the committee shall vote on just the tied candidates. The candidate with the most votes shall be ranked ahead of those with fewer votes. Voting shall continue using this procedure until all such ties are resolved.

(h) The committee chair will transmit this ranked list to the dean or dean’s representative, or unit head who approves the awards. If the selection committee awards fewer than the number of awards available or if the dean or unit head does not approve an award from the list submitted by the selection committee, then the award(s) shall be retained in the same college or unit for one additional cycle before it is returned to the overall pool for apportionment.

(i) If the number of previously awarded (i.e., awarded prior to 2018) but relinquished (e.g., due to retirement or resignation) TIP and RIA awards exceeds fifty after the 2017 award cycle, then the relinquished pre-2018 awards beyond fifty shall be pooled at the university level, along with the new awards for that year, and distributed in proportion to the number of eligible faculty in each college. No Incentive awards issued after ratification of this document that are relinquished shall be eligible for re-issuance (future awards are not pooled for redistribution)

(j) For purposes of TIP/RIA selection as stated above, “college” shall also include the group of employees whose primary assignment is in the College of Undergraduate Studies, the College of Graduate Studies, an institute or center. These employees shall be grouped together for purposes of calculating the number of awards available for each award category. The college committee shall consist of a member from each of the units represented.

23.6 Excellence Awards. The University shall implement the merit-based bonuses set forth below to recognize and promote employee excellence and productivity that respond to and support the mission of the University of Central Florida.
(a) Trustee Chair Professorship. The UCF Trustee Chair Professorship is a multi-year appointment awarded to employees with an extraordinary record of accomplishment in the three primary areas of academic endeavor: teaching, research and service. The objective of this appointment is to recognize and celebrate outstanding performance with a title and resources commensurate with accomplishment.

(1) Award recipients shall receive an annual stipend of $50,000 funded by the University. Up to $25,000 can be used as a salary supplement. These chairs have a five-year renewable appointment.

(2) Each academic year, the University shall award up to eight Trustee Chair Professorships.

(3) These awards shall be made according to existing criteria and procedures.

(b) Pegasus Professor. The Pegasus Professor award recognizes excellence in the three primary areas of academic endeavor: teaching, research and service.

(1) Award recipients shall receive a one-time payment of $5,000 from Foundation funds as well as a Pegasus statue.

(2) Each academic year, the University may award Pegasus Professor awards.

(3) These awards shall be made according to existing criteria and procedures.

(c) Excellence Awards

(1) Award recipients shall receive a one-time payment of $2,000.

(2) Each academic year, the University shall award Excellence in Undergraduate Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two University Awards for Excellence in Faculty Academic Advising, one University Award for Excellence in Professional Academic Advising, Excellence in Research awards, one University Distinguished Research award, two University Awards for Excellence in Professional Service, one Excellence in Librarianship award, one Excellence in English Language Institute Instruction and one Excellence in Instructional Design award.

(3) These awards shall be made according to existing criteria and procedures published by the Office of Faculty Excellence.

23.7 Salary Increases for Employees Funded by Contracts and Grants.

(a) Employees on contracts or grants shall receive salary increases equivalent to similar employees on Education and General (E&G) funding, provided that such salary increases are permitted by the terms of the contract or grant and adequate funds are available for this purpose in the contract or grant. In the event such salary increases are not permitted by the terms of the contract or grant, or in the event adequate funds are not provided, the president or president’s representative shall seek to have the contract or grant modified to permit or fund such increases.

(b) Nothing contained herein shall prevent employees whose salaries are funded by grant agencies from being allotted raises higher than those provided in this Agreement if such increases are provided by the granting agency.

23.8 Administrative Discretion Increases. On September 1, 2016 through August 31, 2017, the University may provide Administrative Discretion Increases up to one and one-half percent (1.5%) of the total salary rate of Education and General (E&G) employees who were in an employment relationship with the University on May 7, 2016. Any Administrative Discretion Increase provided to contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing wage adjustment for the purpose of qualifying for immigration status, or any salary increase to settle a legitimate, broad-based employment dispute shall not be subject to the terms and limitations of this Section.
The University may provide Administrative Discretion Increases for verified written offers of outside employment, special achievements, merit, compression and inversion, equity and market equity considerations, and similar special situations to employees in the bargaining unit. Administrative Discretionary Increases for verified written offers of outside employment shall not contribute to the calculation of the salary rate. UFF Notification. At least 14 days prior to the effective date of any such increase, the University shall provide to the UFF a written notification of the increase which states the name of the employee, the rank and discipline of the employee, the amount of the increase, and the reason for the increase. The University’s ability to provide Administrative Discretion Increases shall expire August 31, 2017, and shall not become part of the status quo.

23.9 Report to Employees. All employees shall receive notice of their salary increases prior to implementation.

23.10 Type of Payment for Assigned Duties. Duties and responsibilities assigned by the University to an employee that do not exceed the available established FTE for the position shall be compensated through the payment of salary, not Other Personal Services (OPS) wages. Duties and responsibilities assigned by the University to an employee that are in addition to the available established FTE for the position shall be compensated through OPS wages, not salary.

23.11 Twelve-Month Payment Option. The parties agree that a twelve-month payment option for 9-month employees shall be offered each year during an annual open enrollment period from April 1 to June 30. If chosen by the employee, this payment option shall become effective for one year starting with the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the Fall and Spring semesters with a change in that amount to account for those paychecks from which double premiums are deducted. The total savings shall be returned to the employee in equal amounts for the five full bi-weekly paychecks received during the Summer semester. The University shall provide an online calculator and assistance as reasonable, taking into account time and resources, to assist the employee in determining a savings amount and fixed reduction amount that will allow the employee’s net paychecks to remain approximately level across the 24 pay periods. Pay received for supplemental summer assignments shall be unaffected by this plan. This pay plan is subject to tax limitations.

23.12 Administrative Salary Stipends. A temporary salary increase that is provided to an employee as compensation for performing a specific, titled administrative function shall be permitted under this agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of any Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend which states the name of the employee, the rank and discipline of the employee, the amount of the stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee’s salary, the amount so converted shall be treated as an Administrative Discretion Increase during the year in which the conversion takes place and shall be subject to limitations of that section.

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