

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 ~~of the succeeding academic year~~ 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, ~~and~~ University Librarian, and University Senior Instructional Designer.

~~(b) Promotion salary increases shall be effective on August 8 for promotion approved during that year.~~

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 November 18, 2016, for the 2016-2017 year, each eligible employee shall receive a one percent (1%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of November 17, 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 November 18, 2016, all employees eligible for that increase shall receive a one-time payment of \$600 on November 18, 2016, or as soon as practicable thereafter.

(c) **Merit Salary Increases.** Effective November 18, 2016 for the 2016-2017 year, the University shall provide merit salary increases to each department/unit equal to one ~~and a 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.

48 (1) Eligibility. ~~Departments with approved standards may participate in merit~~
49 ~~increase programs.~~ For the 2016-2017 year, an employee is eligible under this Section if he or she
50 received an *Above Satisfactory* or *Outstanding* on his or her most recent annual evaluation, has had
51 no break in service between May 7, 2016 and the implementation date, and is still employed in unit
52 at the University on the date of BOT ratification.

53 (2) Distribution. The merit salary increases for eligible employees shall be
54 calculated as a percentage of their base salary. Such increases shall be distributed proportionately to
55 those employees whose most recent annual evaluations are *Above Satisfactory* or *Outstanding* in a
56 ratio of 1.0 for *Above Satisfactory* and 1.7 for *Outstanding*.

57 (d) Equity Increases. Effective November ~~418~~, 2016, for the 2016-2017 year, the
58 University shall provide an amount equal to one-fifth of one percent (0.20%) of the total base salary
59 of all E&G employees as of August 12, 2016 to all ~~full-timeregular, clinical, research~~, non-visiting
60 employees whose August 12, 2016, 1.0 FTE base salary was less than \$45,000 for those with a
61 Ph.D. or equivalent terminal degree, or less than \$42,000 for all others or whose 12-month salary
62 was less than \$60,000 for those with a Ph.D. or equivalent degree or less than \$56,000 for all others.
63 Equity increases shall be distributed proportional to the difference between the employee's August
64 12, 2016 salary and the thresholds above.

65
66 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote
67 employee excellence and productivity that respond to and support the mission of the University of
68 Central Florida, including its strategic initiatives and five key goals. Each year, the University shall
69 make available to eligible employees ~~100~~120 Incentive Awards. The awards shall be distributed as
70 set forth in Paragraphs (a) through (f) below. Regardless of the contract length (9 months through
71 12 months), award recipients shall receive a one-time award of \$5,000 as soon as practicable and a
72 \$5,000 increase to their salary effective at the beginning of the succeeding academic year.
73 ~~Employees applying for TIPs must meet current productivity criteria.~~ Employees on visiting and
74 other temporary appointments are not eligible for incentive awards. ~~Employees may apply for a~~
75 ~~TIP, RIA, and one Strategic Initiative Award in any given year.~~

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

82 (b) **UCF-Research Incentive Award Program.** The UCF-Research Incentive Award
83 ("UCF-RIA") program recognizes outstanding research, scholarly, or creative activity that advances
84 the body of knowledge in a particular field, including interdisciplinary research and collaborations.
85 Each academic year the University shall make available up to ~~fifty~~forty-five UCF-RIA awards to
86 employees. The UCF-RIA award recognizes faculty contributions to UCF's key goal of achieving
87 international prominence in research and creative activities.

88 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs use discovery,
89 reflection, and evidence-based methods to research effective teaching and student learning. While
90 the implementation of SoTL outcomes can result in teaching excellence and increasing teaching
91 effectiveness, this award recognizes not teaching excellence but scholarly efforts. For academic
92 year 2016-2017, the University shall make available up to ten (10) SoTL awards. The number of
93 SoTL awards shall decline by one per year to a new baseline of five SoTL awards ~~is established~~ in
94 the 2021-2022 academic year.

95
96 (d) **Applications for Incentive Awards.** Until the Office of Faculty Excellence is able
97 to make applications electronic, applications shall be compiled as follows:

98 (1) ~~1~~In a binder with a 1" diameter ring. Binder and divider pockets shall remain
99 empty. Applications shall include the sections listed below compiled on 8.5" x 11" paper, 12 point
100 font, and with 1" margins on all sides.

101 (2) ~~2~~Cover page, including name, job title, department, college, and duration
102 covered by the application.

103 (2)(3) ~~3~~Table of contents, with section numbers.

104 (3)(4) ~~4~~ Only the relevant portion (i.e., teaching for TIP, research for RIA and SoTL,
105 and service for SPA) of the The Annual Chair's Evaluations or equivalent for the time period
106 represented in the application. The Department Chair shall provide the number of faculty evaluated
107 in each year during that time period, the number of faculty in each category (Outstanding, Above
108 Satisfactory, etc.), and the department/unit's AESP.

109 (4)(5) ~~5~~ A narrative limited to five pages that presents evidence of outstanding
110 achievements within the award program. The narrative may contain relevant materials associated
111 with an Annual Evaluation, as summarized in Article 10.1(d). Information may be summarized in
112 tables and figures. Additional materials (e.g., published works, images of artwork, audio files of
113 musical performances) may be referenced in the narrative and provided in appendices.

114 (5)(6) ~~6~~ Appendices that verify information included in the narrative ~~and~~ must be cited
115 within that narrative.

116 (e) **Incentive Award Selection.**

117 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs
118 shall be elected by and from the unit employees. The committees shall equitably represent the
119 departments or units within them. Employees who plan to apply for a particular award in the current
120 or immediately following cycle shall not be eligible to serve on the committee. A committee
121 chairperson for each incentive award program shall be elected by and from the college/unit
122 committee. The chairperson shall charge the committee that members shall only consider the merits
123 of the application. No additional outside information or discussion of position, e.g., instructor vs.
124 tenure track faculty, past awards, current salary, etc., may be considered. The committee shall
125 review the award applications and shall submit a ranked list of recommended employees to the dean
126 or dean's representative. In ranking the applicants, committee members shall only consider the
127 merits of the application. The committee shall not impose any numerical criteria or weightings
128 during the ranking process, and for completed applications, departures from the specifications in
129 23.5(ed) may impact but shall not disqualify an application.

130 (a) Each committee member shall review all applications and transmit a
131 preliminary ranking to the committee chair. Committee members may rank as many applicants as
132 they deem merit the award, with 1 being the highest, 2 the next highest, and so on. Applications that
133 are not deemed acceptable for an award shall be left unranked. The committee chair shall determine
134 the number of ranked votes for each applicant, the arithmetic mean ranking, and the variance in
135 ranking.

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

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

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

144 (e) The applicant with the lowest mean score will have the highest
145 priority for an incentive award, the applicant with the next lowest mean score the next highest
146 priority, and so on, until all applicants who received a majority of votes are ranked. In the case of a
147 tie vote that must be resolved to allocate available awards, the committee shall vote on just the tied
148 candidates. The candidate with the most votes shall be ranked ahead of those with fewer votes.
149 Voting shall continue using this procedure until all such ties are resolved.

150 (f) The committee chair will transmit this ranked list to the dean or
151 dean's representative, or unit head who shall ~~have final approval of~~ the awards. If the dean or unit
152 head does not approve an award, it shall be retained in the same college or unit for one cycle before
153 it is returned to the overall pool for apportionment.

154 (g) For purposes of TIP/RIA selection as stated above, "college" shall
155 also include the group of employees whose primary assignment is in the College of Undergraduate
156 Studies, the College of Graduate Studies, an institute or center. These employees shall be grouped
157 together for purposes of calculating the number of awards available for each award category. The
158 college committee shall consist of a member from each of the units represented. In the case of TIP
159 awards, the final decision shall be made by the Vice Provost for Teaching and Learning Faculty
160 Excellence & International Affairs and Global Strategies. In the case of RIAs, the Vice President for
161 Research will be the final decision-maker.

162
163 **23.76 Excellence Awards.** The University shall implement the merit-based bonuses set forth
164 below to recognize and promote employee excellence and productivity that respond to and support
165 the mission of the University of Central Florida.

166 (a) Trustee Chair Professorship. The UCF Trustee Chair Professorship is a multi-year
167 appointment awarded to employees with an extraordinary record of accomplishment in the three
168 primary areas of academic endeavor: teaching, research and service. The objective of this
169 appointment is to recognize and celebrate outstanding performance with a title and resources
170 commensurate with accomplishment.

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

174 (2) Each academic year, the University shall award up to eight (8) Trustee Chair
175 Professorships.

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

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

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

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

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

183 (c) Excellence Awards

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

185 (2) Each academic year, the University shall award Excellence in Undergraduate
186 Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in
187 Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two
188 University Awards for Excellence in Faculty Academic Advising, one University Award for

189 Excellence in Professional Academic Advising, Excellence in Research awards, one University
190 Distinguished Research award, two University Awards for Excellence in Professional Service, one
191 Excellence in Librarianship award and one Excellence in Instructional Design award.

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

194

195 **23.87 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

205

206 **23.98 Administrative Discretion Increases.** On September 1, 2016 through August 31, 2017, the
207 University may provide Administrative Discretion Increases up to one and one-half percent (1.5%)
208 of the total salary rate of Education and General (E&G) employees who were in an employment
209 relationship with the University on May 7, 2016. Any Administrative Discretion Increase provided
210 to contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any
211 prevailing wage adjustment for the purpose of qualifying for immigration status, or any salary
212 increase to settle a legitimate, broad-based employment dispute shall not be subject to the terms and
213 limitations of this Section.

214 (a) The University may provide Administrative Discretion Increases for verified written
215 offers of outside employment, special achievements, merit, compression and inversion, equity and
216 market equity considerations, and similar special situations to employees in the bargaining unit.

217 (b) Administrative Discretionary Increases for verified written offers of outside
218 employment shall not contribute to the calculation of the salary rate.

219 (c) UFF Notification. At least 14 days prior to the effective date of any such increase,
220 the University shall provide to the UFF a written notification of the increase which states the name
221 of the employee, the rank and discipline of the employee, the amount of the increase, and the reason
222 for the increase.

223 (d) The University's ability to provide Administrative Discretion Increases shall expire
224 August 31, 2017, and shall not become part of the status quo.

225

226 **23.109 Report to Employees.** All employees shall receive notice of their salary increases prior to
227 implementation.

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229 **23.110 Type of Payment for Assigned Duties.**

230 (a) Duties and responsibilities assigned by the University to an employee that do not
231 exceed the available established FTE for the position shall be compensated through the payment of
232 salary, not Other Personal Services (OPS) wages.

233 (b) Duties and responsibilities assigned by the University to an employee that are in
234 addition to the available established FTE for the position shall be compensated through OPS wages,
235 not salary.

236
|237 **23.112 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for
238 9-month employees shall be offered each year during an annual open enrollment period from April
239 1 to June 30. If chosen by the employee, this payment option shall become effective for one year
240 starting with the first full pay period beginning after August 8. The plan shall allow for employees
241 to select a fixed savings amount to be deducted from each of the nineteen (19) full bi-weekly
242 paychecks received during the Fall and Spring semesters with a change in that amount to account
243 for those paychecks from which double premiums are deducted. The total savings shall be returned
244 to the employee in equal amounts for the five (5) full bi-weekly paychecks received during the
245 Summer semester. The University shall provide an online calculator and assistance as reasonable,
246 taking into account time and resources, to assist the employee in determining a savings amount and
247 fixed reduction amount that will allow the employee's net paychecks to remain approximately level
248 across the 24 pay periods. Pay received for supplemental summer assignments shall be unaffected
249 by this plan. This pay plan is subject to tax limitations.

250
|251 **23.123 Administrative Salary Stipends.** A temporary salary increase which is provided to an
252 employee as compensation for performing a specific, titled administrative function shall be
253 permitted under this agreement as an Administrative Salary Stipend. At least 14 days prior to the
254 effective date of any Administrative Salary Stipend, the University shall provide UFF a written
255 notification of the stipend which states the name of the employee, the rank and discipline of the
256 employee, the amount of the stipend, and the reason for the stipend. If all or part of the stipend is
257 later added to the employee's salary, the amount so converted shall be treated as an Administrative
|258 Discretion Increase during the year in which the conversion takes place and shall be subject to
259 limitations of that section.

260
|261 **23.143 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
262 twelve (12) month (calendar year) appointments shall be calculated by dividing the calendar year
263 salary rate by 26.1 pay periods.