

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~~ 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 ~~November 17~~ 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 \$950 equal to the pro-rated across-the board salary increase from August 8 December 15, on November 18, December 16, 2016, or as soon as practicable thereafter.

(c) Merit Salary Increases. Effective ~~November 18~~ 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 and a half percent (1.~~50~~.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,

48 2016; who remain in an in-unit employment relationship at the date of implementation; and who
49 meet the following criteria and procedures.

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

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

59 (d) Equity Increases. Effective ~~November 18, December 16,~~ -2016, for the 2016-2017
60 year, the University shall provide an amount equal to one-fifth of one percent (0.20%) of the total
61 base salary of all E&G employees as of August 12, 2016 to all ~~full-time~~regular, clinical, research,
62 non-visiting employees whose August 12, 2016, 1.0 FTE base salary was less than \$45,000 for
63 those with a Ph.D. or equivalent terminal degree, or less than \$42,000 for all others or whose 12-
64 month salary was less than \$60,000 for those with a Ph.D. or equivalent degree or less than \$56,000
65 for all others. Equity increases shall be distributed proportionately~~y~~ to the difference between the
66 employee's August 12, 2016 salary and the thresholds above.

67
68 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote
69 employee excellence and productivity that respond to and support the mission of the University of
70 Central Florida, including its strategic initiatives and five key goals. The provost or his or her
71 designee shall give final approval for awards to successful faculty.

72 Each year, the University shall make available to eligible employees ~~100~~120 Incentive
73 Awards. The awards shall be distributed as set forth in Paragraphs (a) through (f) below. Regardless
74 of the contract length (9 months through 12 months), award recipients shall receive a one-time
75 award of \$5,000 as soon as practicable and a \$5,000 increase to their salary effective at the
76 beginning of the succeeding academic year. Employees on visiting and other temporary
77 appointments are not eligible for incentive awards.

78
79 ~~Employees applying for TIPs must meet current productivity criteria. Employees on visiting~~
80 ~~and other temporary appointments are not eligible for incentive awards. Employees may apply for a~~
81 ~~TIP, RIA, and one Strategic Initiative Award in any given year.~~

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

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

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

101
102 (d) **Applications for Incentive Awards.** Until the Office of Faculty Excellence is able
103 to make applications electronic, applications shall be compiled as follows:

104 (1) ~~1~~In a binder with a 1" diameter ring. Binder and divider pockets shall remain
105 empty. Applications shall include the sections listed below compiled on 8.5" x 11" paper, 12 point
106 font, and with 1" margins on all sides.

107 (2) ~~2~~Cover page, including name, job title, department, college, and duration
108 covered by the application.

109 (3) ~~3~~Table of contents, with section numbers.

110 (4) ~~4~~Only the relevant portion (i.e., teaching for TIP, research for RIA and SoTL,
111 and service for SPA) of the The Annual Chair's Evaluations or equivalent for the time period
112 represented in the application. The Department Chair shall provide the number of faculty evaluated
113 in each year during that time period, the number of faculty in each category (Outstanding, Above
114 Satisfactory, etc.), and the department/unit's AESP.

115 (5) ~~5~~A narrative limited to five pages that presents evidence of outstanding
116 achievements within the award program. The narrative may contain relevant materials associated
117 with an Annual Evaluation, as summarized in Article 10.1(d). Information may be summarized in
118 tables and figures. Additional materials (e.g., published works, images of artwork, audio files of
119 musical performances) may be referenced in the narrative and provided in appendices.

120 (6) ~~6~~Appendices that verify information included in the narrative ~~and~~ must be cited
121 within that narrative.

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

123 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs
124 shall be elected by and from the unit employees. The committees shall equitably represent the
125 departments or units within them. Employees who plan to apply for a particular award in the current
126 or immediately following cycle shall not be eligible to serve on the committee. A committee
127 chairperson for each incentive award program shall be elected by and from the college/unit
128 committee. The chairperson shall charge the committee that members shall only consider the merits
129 of the application. No additional outside information or discussion of position, e.g., instructor vs.
130 tenure track faculty, past awards, current salary, etc., may be considered. The committee shall
131 review the award applications and shall submit a ranked list of recommended employees to the dean
132 or dean's representative. In ranking the applicants, committee members shall only consider the
133 merits of the application. The committee shall not impose any numerical criteria or weightings
134 during the ranking process, and for completed applications, departures from the specifications in
135 23.5(ed) may impact but shall not disqualify an application.

136 (a) Each committee member shall review all applications and transmit a
137 preliminary ranking to the committee chair. Committee members may rank as many applicants as
138 they deem merit the award, with ~~1 being~~ the highest rank given to the top candidate (i.e., the highest
139 rank equals the number of applicants, N), 2 the next highest rank being N-1, and so on. Applications
140 that are not deemed acceptable for an award shall be left unranked. ~~The committee chair shall~~

141 ~~determine the number of ranked votes for each applicant, the arithmetic mean ranking, and the~~
 142 ~~variance in ranking.~~

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

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

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

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

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

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

162 (h) If the number of previously awarded but relinquished (e.g., due to
 163 retirement or resignation) Recycled-TIP and RIA awards exceeds fifty in any year, then the awards
 164 beyond fifty shall be pooled at the university level, along with the new awards for that year, and
 165 distributed in proportion to the number of eligible faculty in each college.

166 (i) For purposes of TIP/RIA selection as stated above, "college" shall
 167 also include the group of employees whose primary assignment is in the College of Undergraduate
 168 Studies, the College of Graduate Studies, an institute or center. These employees shall be grouped
 169 together for purposes of calculating the number of awards available for each award category. The
 170 college committee shall consist of a member from each of the units represented. ~~In the case of TIP~~
 171 ~~awards, the final decision shall be made by the Vice Provost for Teaching and Learning Faculty~~
 172 ~~Excellence & International Affairs and Global Strategies. In the case of RIAs, the Vice President for~~
 173 ~~Research will be the final decision maker.~~

174
 175 **23.76 Excellence Awards.** The University shall implement the merit-based bonuses set forth
 176 below to recognize and promote employee excellence and productivity that respond to and support
 177 the mission of the University of Central Florida.

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

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

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

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

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

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

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

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

195 (c) Excellence Awards

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

197 (2) Each academic year, the University shall award Excellence in Undergraduate
198 Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in
199 Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two
200 University Awards for Excellence in Faculty Academic Advising, one University Award for
201 Excellence in Professional Academic Advising, Excellence in Research awards, one University
202 Distinguished Research award, two University Awards for Excellence in Professional Service, one
203 Excellence in Librarianship award and one Excellence in Instructional Design award.

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

206

207 **23.87 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

217

218 **23.98 Administrative Discretion Increases.** On September 1, 2016 through August 31, 2017, the
219 University may provide Administrative Discretion Increases up to one and one-half percent (1.5%)
220 of the total salary rate of Education and General (E&G) employees who were in an employment
221 relationship with the University on May 7, 2016. Any Administrative Discretion Increase provided
222 to contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any
223 prevailing wage adjustment for the purpose of qualifying for immigration status, or any salary
224 increase to settle a legitimate, broad-based employment dispute shall not be subject to the terms and
225 limitations of this Section.

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

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

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

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

237

238 **23.109 Report to Employees.** All employees shall receive notice of their salary increases prior to
239 implementation.

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241 **23.110 Type of Payment for Assigned Duties.**

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

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

248

249 **23.112 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for
250 9-month employees shall be offered each year during an annual open enrollment period from April
251 1 to June 30. If chosen by the employee, this payment option shall become effective for one year
252 starting with the first full pay period beginning after August 8. The plan shall allow for employees
253 to select a fixed savings amount to be deducted from each of the nineteen (19) full bi-weekly
254 paychecks received during the Fall and Spring semesters with a change in that amount to account
255 for those paychecks from which double premiums are deducted. The total savings shall be returned
256 to the employee in equal amounts for the five (5) full bi-weekly paychecks received during the
257 Summer semester. The University shall provide an online calculator and assistance as reasonable,
258 taking into account time and resources, to assist the employee in determining a savings amount and
259 fixed reduction amount that will allow the employee's net paychecks to remain approximately level
260 across the 24 pay periods. Pay received for supplemental summer assignments shall be unaffected
261 by this plan. This pay plan is subject to tax limitations.

262

263 **23.123 Administrative Salary Stipends.** A temporary salary increase which is provided to an
264 employee as compensation for performing a specific, titled administrative function shall be
265 permitted under this agreement as an Administrative Salary Stipend. At least 14 days prior to the
266 effective date of any Administrative Salary Stipend, the University shall provide UFF a written
267 notification of the stipend which states the name of the employee, the rank and discipline of the
268 employee, the amount of the stipend, and the reason for the stipend. If all or part of the stipend is
269 later added to the employee's salary, the amount so converted shall be treated as an Administrative
270 Discretion Increase during the year in which the conversion takes place and shall be subject to
271 limitations of that section.

272

273 **23.143 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
274 twelve (12) month (calendar year) appointments shall be calculated by dividing the calendar year
275 salary rate by 26.1 pay periods.