

## ARTICLE 23 SALARIES

**23.5 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. Incentive Award Programs shall be implemented as set forth in Paragraphs (a) through (e) below, ~~to recognize and promote faculty employee excellence and productivity that respond to and support the mission of the University of Central Florida.~~ The president shall give ~~the~~ final approval for awards to ~~the~~ successful employees/faculty. Regardless of the contract length (9 months through 12 months), award recipients shall receive a \$5,000 increase to their base salary ~~retroactive to the start of one day after the end date of the employment agreement for at the end of~~ the academic year in which the award was given, plus a one-time award of \$5,000 on that date, in lieu of a retroactive payment. ~~These awards shall be made according to existing criteria and procedures.~~

(a) **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program (“UCF-TIP”) rewards teaching productivity and excellence. Each academic year the University shall award ~~up to~~ forty (40) new UCF-TIP awards to employees (additional awards ~~may shall~~ be given as a result of rounding, e.g., a college allocated 5.5 awards ~~will~~ round up to 6 awards), in addition to recycled awards. 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.

(b) **UCF-Research Incentive Award ~~program~~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 the scholarship of teaching and learning. Each academic year the University shall award ~~up to~~ twenty (20) new UCF-RIA awards to employees (additional awards ~~may shall~~ be given as a result of rounding, e.g., a college allocated 5.5 awards ~~will~~ round up to 6 awards), in addition to recycled awards. One-quarter of the UCF-RIA awards will be designated for the scholarship of teaching and learning. The UCF-RIA award recognizes faculty contributions to UCF’s key goal of achieving international prominence in research.

(c) **UCF-Service and Partnership Award program.** The UCF-Service and Partnership Award (“UCF-SPA”) program recognizes outstanding contributions to service at all levels of the university as well as to the larger community and partner organizations. ~~Scholarship of Teaching and Learning Program. The Scholarship of Teaching and Learning (SoTL) program recognizes success in research related to the scholarship of teaching and learning.~~ Each academic year the University shall award ~~up to~~ ten (10) new ~~SoTL~~ UCF-SPA awards to employees, in addition to recycled awards. The UCF-SPA award recognizes faculty contributions to UCF’s key goal of being America’s leading partnership university, as well as in shared governance and public service.

(d) **Eligibility.** All full-time, regular employees shall be eligible for Incentive Award Programs in their fifth year of continuous service, and beginning in the fifth academic year after receiving a particular Incentive Award (i.e., every five years). Employees on visiting and other temporary appointments are not eligible for incentive awards.

(e) **Applications.** Applications shall be compiled in a binder with a 1” diameter ring and include the sections listed below.

(1) Cover page, including name, job title, department, college, and duration covered by the application. Applications for a SoTL award shall clearly indicate that fact, to distinguish it from a RIA application.

(2) Table of contents, with section numbers.

(3) Abstract of 500 words or less, stating the most convincing case for the employee’s candidacy. The word count shall be provided at the bottom of the abstract.

(4) Letter(s) of nomination, which may include self-nominations and shall be limited to no more than three total.

(5) Only the relevant portion (i.e., teaching for TIP, research for RIA/SoTL, and service for SPA) of the Annual Chair’s Evaluation for the time period represented in the application. The Department Chair shall provide the number of faculty evaluated in each year during that time period, the number of faculty in each category (Outstanding, Above Satisfactory, etc.), and the department methodology and criteria for evaluating that portion of the employee’s annual evaluation.

(6) Evidence of outstanding contributions within the award program. This section should bolster and extend the case for the employee’s candidacy, and may contain relevant materials associated with an Annual Evaluation, as summarized in Article 10.1(d). Information may be summarized in tables, figures, and other supplementary materials, and shall be compiled on 8.5” x 11” paper, 12 point font, and with 1” margins on all sides. Binder and divider pockets shall remain empty.

(7) The employee’s c.v.

(f) **Selection.** A college committee for each incentive award program shall be elected by and from the unit employees. The committee shall equitably represent the departments or units within it. Employees who plan to apply for a particular award 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 committee. The committee shall review incentive 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 departures from the specifications in 23.5(e) shall not disqualify an application.

(1) 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 1 being the highest, 2 the next highest, and so on. Applications that are not deemed acceptable for an award shall be left unranked. The RIA selection committee shall rank applications for SoTL separately from those for RIA.

(2) Committee members shall not vote on or discuss applicants within their own department, unit or program; or in any case where a conflict of interest exists, as defined in Article 19 of this agreement. The exception is that a committee member may provide clarifying information about department AESPs, etc., if requested by another committee member.

(3) The committee chair shall determine the number of ranked votes for each applicant, the arithmetic mean ranking, and the variance in ranking. 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.

(4) Following this discussion, the committee shall use a secret ballot to rank candidates using the procedure in 23.5(f)(1).

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

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

(7) The committee chair will transmit this ranked list to the dean or dean's representative, who shall forward it to the president for approval.

(8) If more awards are available within a college or unit than the number of recommended applicants, the committee chairs shall review the highest-ranked, non-selected applicant from each college of unit, and use the procedures above to fill the available awards. If surplus awards still exist, their value will be evenly divided and added to ~~the~~ award given to candidates selected ~~for-in~~ that award ~~program~~. Fractional awards shall not be recycled.