

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 pPromotion 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 (~~1.2~~0%) increase to the
31 employee's base salary. This increase will be calculated using the employee's salary as of ~~December 16,~~
32 ~~2016~~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, 201~~6~~7; and the employee remains in a continual employment
35 relationship at the date of implementation. Employees employed in 201~~5~~6-1~~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, 2016,~~ 2017, or as soon as practicable thereafter.

41 (c) Merit Salary Increases. ~~No merit salary increases effective for 2017-18. Effective~~
42 ~~December 16, 2016, November 17, for the 2016-2017 year, the University shall provide merit salary~~
43 ~~increases to each department/unit equal to one and one-half percent (1.5%) of the total base salary of~~
44 ~~employees in the department/unit as of August 12~~11~~, 2016. All employees who are not members of a~~
45 ~~department/unit shall be grouped together and treated as a department/unit for the purpose of calculating~~
46 ~~and providing merit salary increases. Merit salary increases shall be provided to eligible employees in~~
47 ~~each department/unit who are in an employment relationship (not OPS) with the University prior to May~~
48 ~~7, 2016; who remain in an in-unit employment relationship at the date of implementation; and who meet~~
49 ~~the following criteria and procedures.~~

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

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

58 (d) Equity Increases. Effective ~~December 16, 2016~~ November 17, 2017 for the 20167-20178
 59 year, the University shall provide ~~an amount equal to one fifth of one percent (0.20%) of the total base~~
 60 ~~salary of all E&G employees as of August 12, 2016~~ a pool of up to two hundred and fifty thousand dollars
 61 (\$250,000). to all regular, clinical, research, non-visiting employees whose August 12, 2016, 1.0 FTE
 62 base salary was less than \$45,000 for those with a Ph.D. or equivalent terminal degree, or less than
 63 \$42,000 for all others or whose 12-month salary was less than \$60,000 for those with a Ph.D. or
 64 equivalent degree or less than \$56,000 for all others. Equity increases shall be distributed proportionately
 65 to the difference between the employee’s August 12, 20167 salary and the thresholds ~~below~~above. 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 ~~in the next award cycle after ratification of this document~~ 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-five 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-five 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 ~~(eh)~~ **Incentive Award Selection.**

147 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs
 148 shall be elected by and from the unit employees. The committees shall equitably represent the
 149 departments or units within them. Employees who plan to apply for a particular award in the current or
 150

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 be equitably partitioned among the
169 subcommittees. The subcommittees will 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
171 be convened to review the applications recommended by the subcommittees. The members of the
172 committee at-large will 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 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 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 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 (j) 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, 2017~~6~~ through August 31,
251 2018~~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, 2017⁶. 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, 2018⁷, 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.