

ARTICLE 23 [2016-2017-2018]

[supersedes earlier versions, including 2015-2018 and 2016-17]

SALARIES

23.21 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;

(b) Following ratification of this document, future pPromotion salary increases shall be granted on August 8 following that promotion in an amount equal to 10.0% of the employee's salary as of August 7 in recognition of promotion to one of the ranks listed below:

- (3) To Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer, University Librarian, and Senior Instructional Designer.

23.32 Legislatively Mandated Increases.

(a) No legislatively mandated increases were provided in 201617, however, if an increase were to be made available, it would be implemented as soon as practicable.

23.43 Other Increases.

(a) Across-the Board Salary Increases. Effective ~~December 16, 2016,~~ January 26, 2018, for the 201617-201718 year, each eligible employee shall receive a ~~one-two and one quarter~~ percent (~~+2.250%~~) increase to the employee's base salary. This increase will be calculated using the employee's salary as of ~~December 16, 2016,~~ January 26, 2018. 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 (not OPS) with the University prior to May 7, 20167; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 20156-167 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~~ January 26, 2018, all employees eligible for that increase shall receive a one-time payment of ~~\$970~~ \$610 on ~~December 16, 2016~~ February 16, 2018, or as soon as practicable thereafter.

(c) Merit Salary Increases. No merit salary increases will be distributed this cycle. 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.

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

54 (d) Equity Increases. Effective ~~December 16, 2016~~ January 26, 2018, for the 20167-20178
 55 year, the University shall provide a one-time equity increases to all regular, clinical, research, and non-
 56 visiting E&G funded employees as follows. an amount equal to one fifth of one percent (0.20%) of the
 57 total base salary of all E&G employees as of August 12, 2016 pool of up totwo hundred and fifty
 58 thousand dollars (\$250,000 to all regular, clinical, research, non-visiting employees whose August 12,
 59 20167, 1.0 FTE base salary was less than \$45,000 for those with a Ph.D. or equivalent terminal degree, or
 60 less than \$42,000 for all others or whose 12-month salary was less than \$60,000 for those with a Ph.D. or
 61 equivalent degree or less than \$56,000 for all others. Equity increases shall be distributed proportionately
 62 equal to the difference between the employee's August 12, 20167 salary and the thresholds belowabove.
 63 The increase shall be available to employees who were in an employment relationship (not OPS) with the
 64 University prior to May 7, 2017; who remain in an in-unit employment relationship at the date of
 65 implementation, and that also meet the following eligibility requirements: regular, clinical, research, non-
 66 visiting E&G employees whose August 11, 2017 1.0 FTE base salary also meets one of the following
 67 qualifications:

68 (1) 9-month salary:

- 69 a. is less than \$45,000 and who holds a Ph.D. or equivalent terminal degree in a
 70 field related to the employee's assignment.
 71 b. is less than \$42,000 for all other employees

72 (2) 12-month salary:

- 73 a. is less than \$60,000 and who holds a Ph.D. or equivalent terminal degree in a
 74 field related to the employee's assignment.
 75 b. is less than \$56,000 for all other employees

76
 77 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote
 78 employee excellence and productivity that respond to and support the mission of the University of Central
 79 Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give
 80 final approval for awards to successful faculty.

81 Each year, the University shall make available to eligible employees ~~115~~ 120 Incentive Awards.
 82 The awards shall be distributed to awardees in the next award cycle after ratification of this document as
 83 set forth in Paragraphs (a) through (f) below. Regardless of ~~the~~ contract length (9 months through 12
 84 months), award recipients shall receive a one-time award of \$5,000 as soon as practicable and a \$5,000
 85 increase to their salary effective at the beginning of the succeeding academic year. Employees on visiting
 86 and other temporary appointments are not eligible for incentive awards. Employees on non-E&G funding
 87 will be eligible for the increase depending on availability of funds.

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 eligible employees. The UCF-TIP award recognizes
 91 ~~faculty~~ employee contributions to UCF's key goals of offering the best undergraduate education available
 92 in Florida and achieving international prominence in key programs of graduate study. Employees
 93 applying for TIPs must 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 eligible
 98 employees. The UCF-RIA award recognizes employee contributions to UCF's key goal of achieving
 99 international prominence in research and creative activities.

100 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs ~~recognize~~ use
101 discovery, reflection, and using evidence-based methods to research effective teaching and student
102 learning. While the implementation of SoTL outcomes ~~can~~ may result in teaching excellence and
103 increasing teaching effectiveness, this award recognizes scholarly efforts beyond ~~not~~ teaching
104 excellence ~~but scholarly efforts~~. For academic year 2016-2017, the University shall make available up to
105 ~~ten~~ five (405) SoTL awards. No SoTLs will be available for the 2017-18 award cycle.

106 ~~(d) — Eligibility. All full-time, regular employees who meet the applicable criteria shall be~~
107 eligible for Incentive Award programs in their fifth year of continuous service beginning in the fifth
108 academic year (i.e. every five years).

109 (d) **Applications for Incentive Awards.** ~~Beginning with the 2016-2017 awards, the Office~~
110 ~~of Faculty Excellence will initiate an electronic application process.~~ Applications shall be completed on-
111 line. These awards shall be made according to the criteria or procedures listed on the Faculty Excellence
112 website. Any proposed changes to the current criteria shall be provided to the UFF at least 14 days in
113 advance so as to permit UFF to seek consultation with respect to them.

114
115 (e) **Incentive Award Selection.**

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

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

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

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

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

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

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

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

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

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

168 (j) For purposes of TIP/RIA selection as stated above, "college" shall also
 169 include the group of employees whose primary assignment is in the College of Undergraduate Studies, the
 170 College of Graduate Studies, an institute or center. These employees shall be grouped together for
 171 purposes of calculating the number of awards available for each award category. The college committee
 172 shall consist of a member from each of the units represented.
 173

174 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set forth below to
 175 recognize and promote employee excellence and productivity that respond to and support the mission of
 176 the University of Central Florida.

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

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

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

187 ~~(3) These awards shall be made according to existing criteria and procedures. The~~
 188 ~~eligibility criteria for an applicant is holding the rank of professor; the applicant must be recognized as a~~
 189 ~~"foremost scholar" in his or her chosen area of expertise, meaning known as a preeminent scholar in his~~
 190 ~~or her discipline; and have a positive impact to other scholars at UCF. Applications will be reviewed by a~~
 191 ~~committee consisting of one Trustee Chair, one Pegasus Professor, the Chair of the Faculty Senate, and~~
 192 ~~the Vice Provost for Faculty Excellence. The President and Provost or designee will make the final~~
 193 ~~appointment.~~

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

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

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

199 (3) ~~These awards shall be made according to existing criteria and procedures. The~~
 200 ~~eligibility criteria for an applicant is having completed five years at the rank of professor at UCF; having~~
 201 ~~achieved excellence in teaching, research and/or creative activity; and demonstrable service and scope of~~
 202 ~~national and international impact. The awards are ultimately determined by the President or designee.~~

203 (c) Excellence Awards

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

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

213 (3) ~~These awards shall be made according to existing criteria and procedures published by~~
 214 ~~the Office of Faculty Excellence Recommendations for these awards are made by various committees and~~
 215 ~~are ultimately determined by the president or designee.~~

216 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

217 (a) Employees on contracts or grants shall receive salary increases equivalent to similar
 218 employees on Education and General (E&G) funding, provided that such salary increases are permitted
 219 by the terms of the contract or grant and adequate funds are available for this purpose in the contract or
 220 grant. In the event such salary increases are not permitted by the terms of the contract or grant, or in the
 221 event adequate funds are not provided, the president or president's representative shall seek to have the
 222 contract or grant modified to permit or fund such increases.
 223

224 (b) Nothing contained herein shall prevent employees whose salaries are funded by grant
 225 agencies from being allotted raises higher than those provided in this Agreement if such increases are
 226 provided by the granting agency.
 227

228 **23.8 Administrative Discretion Increases.** ~~On~~From September 1, 2017~~6~~ through August 31,
 229 2018~~7~~, the University may provide Administrative Discretion Increases up to one and one-half percent
 230 (1.5%) of the total salary rate of ~~Education and General (E&G)~~ employees who were in an employment
 231 relationship with the University on May 7, 2017~~6~~. Any Administrative Discretion Increase provided to
 232 contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing
 233 wage adjustment for the purpose of qualifying for immigration status, or any salary increase to settle a
 234 legitimate, broad-based employment dispute shall not be subject to the terms and limitations of this
 235 Section.
 236

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

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

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

246 (d) The University's ability to provide Administrative Discretion Increases shall expire
 247 August 31, 2018~~7~~, and shall not become part of the status quo.
 248

249 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to
250 implementation.
251

252 **23.10 Type of Payment for Assigned Duties.**

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

256 (b) Duties and responsibilities assigned by the University to an employee that are in addition
257 to the available established FTE for the position shall be compensated through OPS wages, not salary.
258

259 **23.11 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for
260 9-month employees shall be offered each year during an annual open enrollment period from April 1 to
261 June 30. If chosen by the employee, this payment option shall become effective for one year starting with
262 the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed
263 savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the
264 Fall and Spring semesters with a change in that amount to account for those paychecks from which
265 double premiums are deducted. The total savings shall be returned to the employee in equal amounts for
266 the five full bi-weekly paychecks received during the Summer ~~semester~~. The University shall provide an
267 online calculator ~~and assistance as reasonable, taking into account time and resources~~, to assist the
268 employee in determining a savings amount and fixed reduction amount that will allow the employee's net
269 paychecks to remain approximately ~~constant level across the 24 pay periods~~. Pay received for
270 supplemental summer assignments shall be unaffected by this plan. This pay plan is subject to tax
271 limitations.
272

273 **23.12 Administrative Salary Stipends.** A temporary salary increase that is provided to an
274 employee as compensation for performing a specific, titled administrative function shall be permitted
275 under this agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of
276 any Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend
277 ~~that which~~ states the name, ~~of the employee, the rank,~~ and discipline of the employee, the amount of the
278 stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's salary,
279 the amount so converted shall be treated as an Administrative Discretion Increase during the year in
280 which the conversion takes place and shall be subject to limitations of that section.
281

282 **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
283 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary rate
284 by 26.1 pay periods.