

**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 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, University Librarian, and Senior Instructional Designer.

**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 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 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 \$970 on December 16, 2016, or as soon as practicable thereafter.

(c) Merit Salary Increases. 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.

(2) Distribution. The merit salary increases for eligible employees shall be calculated as a percentage of their base salary. Such increases shall be distributed proportionately to those employees

51 whose most recent annual evaluations are *Above Satisfactory* or *Outstanding* in a ratio of 1.0 for *Above*  
52 *Satisfactory* and 1.7 for *Outstanding*.

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

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62 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote  
63 employee excellence and productivity that respond to and support the mission of the University of Central  
64 Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give  
65 final approval for awards to successful faculty.

66 Each year, the University shall make available to eligible employees 120 Incentive Awards. The  
67 awards shall be distributed in the next award cycle after ratification of this document as set forth in  
68 Paragraphs (a) through (f) below. Regardless of the contract length (9 months through 12 months), award  
69 recipients shall receive a one-time award of \$5,000 as soon as practicable and a \$5,000 increase to their  
70 salary effective at the beginning of the succeeding academic year. Employees on visiting and other  
71 temporary appointments are not eligible for incentive awards.

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

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

84 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs use discovery,  
85 reflection, and evidence-based methods to research effective teaching and student learning. While the  
86 implementation of SoTL outcomes can result in teaching excellence and increasing teaching  
87 effectiveness, this award recognizes not teaching excellence but scholarly efforts. For academic year  
88 2016-2017, the University shall make available up to ten (10) SoTL awards.

89 (d) **Applications for Incentive Awards.** Beginning with the 2016-2017 awards, the Office  
90 of Faculty Excellence will initiate an electronic application process.

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

92 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs  
93 shall be elected by and from the unit employees. The committees shall equitably represent the  
94 departments or units within them. Employees who plan to apply for a particular award in the current or  
95 immediately following cycle shall not be eligible to serve on the committee. A committee chairperson for  
96 each incentive award program shall be elected by and from the college/unit committee. The chairperson  
97 shall charge the committee that members shall only consider the merits of the application. No additional  
98 outside information or discussion of position, e.g., instructor vs. tenure track faculty, past awards, current  
99 salary, etc., may be considered. The committee shall review the award applications and shall submit a  
100 ranked list of recommended employees to the dean or dean's representative. In ranking the applicants,  
101 committee members shall only consider the merits of the application. The committee shall not impose any

102 numerical criteria or weightings during the ranking process, and for completed applications, departures  
103 from the application specifications may impact but shall not disqualify an application.

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

109 (b) In larger colleges or units, subcommittees may be formed from the  
110 committee at-large in the interest of efficient evaluation of the incentive award applications. Each  
111 subcommittee must include at least three members, and every member of the committee at-large must  
112 serve on a subcommittee. The applications to be reviewed will be equitably partitioned among the  
113 subcommittees. The subcommittees will follow the ranking procedure outlined above to determine which  
114 applications they will recommend to the committee at-large. Then the committee at-large will be  
115 convened to review the applications recommended by the subcommittees. The members of the committee  
116 at-large will discuss the subcommittee recommendations and, finally, use the ranking procedure described  
117 above to rank the applications recommended by the subcommittees. In the event of ties, the ties will be  
118 broken as described below.

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

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

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

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

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

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

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

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

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150 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set forth below to  
151 recognize and promote employee excellence and productivity that respond to and support the mission of  
152 the University of Central Florida.

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

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

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

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

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

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

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

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

170 (c) Excellence Awards

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

172 (2) Each academic year, the University shall award Excellence in Undergraduate  
173 Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in  
174 Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two University  
175 Awards for Excellence in Faculty Academic Advising, one University Award for Excellence in  
176 Professional Academic Advising, Excellence in Research awards, one University Distinguished Research  
177 award, two University Awards for Excellence in Professional Service, one Excellence in Librarianship  
178 award, one Excellence in English Language Institute Instruction and one Excellence in Instructional  
179 Design award.

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

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### 183 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

193

194 **23.8 Administrative Discretion Increases.** On September 1, 2016 through August 31, 2017, the  
195 University may provide Administrative Discretion Increases up to one and one-half percent (1.5%) of the  
196 total salary rate of Education and General (E&G) employees who were in an employment relationship  
197 with the University on May 7, 2016. Any Administrative Discretion Increase provided to contract and  
198 grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing wage  
199 adjustment for the purpose of qualifying for immigration status, or any salary increase to settle a  
200 legitimate, broad-based employment dispute shall not be subject to the terms and limitations of this  
201 Section.

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

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

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

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

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214 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to  
215 implementation.

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217 **23.10 Type of Payment for Assigned Duties.**

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

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

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224 **23.11 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for  
225 9-month employees shall be offered each year during an annual open enrollment period from April 1 to  
226 June 30. If chosen by the employee, this payment option shall become effective for one year starting with  
227 the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed  
228 savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the  
229 Fall and Spring semesters with a change in that amount to account for those paychecks from which  
230 double premiums are deducted. The total savings shall be returned to the employee in equal amounts for  
231 the five full bi-weekly paychecks received during the Summer semester. The University shall provide an  
232 online calculator and assistance as reasonable, taking into account time and resources, to assist the  
233 employee in determining a savings amount and fixed reduction amount that will allow the employee's net  
234 paychecks to remain approximately level across the 24 pay periods. Pay received for supplemental  
235 summer assignments shall be unaffected by this plan. This pay plan is subject to tax limitations.

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237 **23.12 Administrative Salary Stipends.** A temporary salary increase that is provided to an  
238 employee as compensation for performing a specific, titled administrative function shall be permitted  
239 under this agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of  
240 any Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend  
241 which states the name of the employee, the rank and discipline of the employee, the amount of the  
242 stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's salary,  
243 the amount so converted shall be treated as an Administrative Discretion Increase during the year in  
244 which the conversion takes place and shall be subject to limitations of that section.

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246 **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on  
247 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary rate  
248 by 26.1 pay periods.