

ARTICLE 23 [2017-2018]
[supersedes earlier versions, including 2015-2018]
SALARIES

23.1 Policy. The parties recognize ~~the importance of that providing~~ appropriate compensation as ~~an~~ essential ~~component in the for~~ delivering~~ing~~ 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 910% 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.

(b) One-time promotion recapture salary adjustment. Effective August 8, 2017, the University shall provide a one percent salary increase to employees who previously received a promotion increase at UCF that was less than or equal to nine percent. Employees shall receive a maximum increase of three percent under this section.

23.3 Legislatively Mandated Increases.

(a) ~~No legislatively mandated increases were provided in 2016. Any such increases shall be implemented as soon as practicable.~~

23.4 Other Increases.

(a) Across-the Board Salary Increases. Effective November 17, 2017, for the 2017-2018 year, each eligible employee shall receive a ~~one two and six-tenths~~ percent (2.6%) increase to the employee's base salary. This increase ~~will~~ shall be calculated using the employee's salary as of November 17, 2017. 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, 2017; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 2016-17 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 November 17, 2017, all employees eligible for that increase shall receive a one-time payment of \$610 on December 18, 2017, ~~or as soon as practicable thereafter.~~

~~(c)~~ (d) Equity Increases. Effective November 17, 2017 for the 2017-2018 year, the University shall provide an amount sufficient to increase the 1.0 FTE salary of all regular, clinical, research, non-visiting E & G employees as of August 7, 2017 to the thresholds below.

(1) 9-month salary:

- 48 a. is less than \$45,000 and who holds ~~a an appropriate~~ Ph.D. or equivalent terminal
 49 degree
 50 b. is less than \$42,000 for all other employees
 51 (2) 12-month salary:
 52 a. is less than \$60,000 and who holds ~~a an appropriate~~ Ph.D. or equivalent terminal
 53 degree
 54 b. is less than \$56,000 for all other employees
 55

56 The **equity** increase shall be available to employees who were in an employment relationship
 57 (not OPS) with the University prior to May 7, 2017 ~~and~~ who remain in an in-unit employment
 58 relationship at the date of implementation,

59 (d) Parity. Should any systematic raise or raise pool be made available to any other group of
 60 University employees, the same systematic raise or raise pool shall be given to in-unit employees.
 61

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
 64 Central Florida, including its strategic initiatives and five key goals. ~~The provost or his or her~~
 65 ~~designee shall give final approval for awards to successful faculty employees.~~

66 ~~Effective August 8, 2017, for the 2017-2018 year, Each year,~~ the University shall make
 67 available to eligible employees ~~120-110~~ Incentive Awards. The awards shall be distributed ~~in the~~
 68 ~~next award cycle after ratification of this document~~ as set forth in Paragraphs (a) through (f) below.
 69 Regardless of contract length (9 months through 12 months), award recipients shall receive a one-
 70 time award of \$5,000 as soon as practicable and a \$5,000 increase to their salary effective at the
 71 beginning of the succeeding academic year. Employees on visiting and other temporary
 72 appointments are not eligible for incentive awards.

73 (a) **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program (“UCF-
 74 TIP”) rewards teaching productivity and excellence. Each academic year the University shall make
 75 available ~~up to~~ fifty UCF-TIP awards to **eligible** employees. -The UCF-TIP award recognizes
 76 ~~faculty employee~~ contributions to UCF’s key goals of offering the best undergraduate education
 77 available in Florida and achieving international prominence in key programs of graduate study.
 78 ~~Employees applying for TIPs must meet current productivity criteria. To be eligible for a TIP~~
 79 ~~award, employees must meet one of the eligibility criteria below.~~

80 1. The employee must meet or exceed the median student credit hour (SCH)
 81 production at one or more of the levels below.

- 82 a. Undergraduate and graduate SCHs combined at the department level
 83 b. Undergraduate and graduate SCHs combined at the college level
 84 c. Graduate SCHs at the department level
 85 d. Graduate SCHs at the college level

86 SCH instruction includes classroom, web, and media-enhanced courses, including summer teaching
 87 assignments. SCH excludes student credit hours for individualized instruction such as independent
 88 studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes
 89 student credit hours for overload assignments.

90 2. The employee must show that their teaching assignment prevented them from
 91 achieving these thresholds (i.e., the combined maximum enrollments in their assigned
 92 courses did not meet or exceed any of the thresholds).
 93
 94

95 (b) **UCF-Research Incentive Award Program.** The UCF-Research Incentive Award
96 (“UCF-RIA”) program recognizes outstanding research, scholarly, or creative activity that advances
97 the body of knowledge in a particular field, including interdisciplinary research and collaborations.
98 Each academic year the University shall make available ~~up to~~ fifty UCF-RIA awards to employees.
99 The UCF-RIA award recognizes employee contributions to UCF’s key goal of achieving
100 international prominence in research and creative activities.

101 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs use discovery,
102 reflection, and evidence-based methods to research effective teaching and student learning. While
103 the implementation of SoTL outcomes can result in teaching excellence and increasing teaching
104 effectiveness, this award recognizes not teaching excellence but scholarly efforts. Each year, the
105 University shall make available ~~up to~~ ten ~~(10)~~ SoTL awards.

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, and beginning in the
108 fifth academic year after receiving a particular Incentive Award (i.e., every five years).

109 (e) **Deadlines.**

110 (1) UCF RIA applications shall be due no sooner than the second Friday of December.

111 (2) UCF TIP applications shall be due no sooner than the third Friday of February.

112 (3) UCF-SoTL applications shall be due no sooner than the fourth Friday of March.

113 (f) **Applications.** Applications shall be completed on-line **and include the five sections**
114 **below.**

115 (1) Cover page, including name, job title, department, college and duration covered
116 by the application.

117 (2) Table of contents, with section numbers.

118 (3) The annual Chair’s Evaluation or equivalent for the time period represented in
119 the application. The Department Chair shall provide the number of **faculty employees evaluated in**
120 **each year during that time period, the number of faculty employees in each category (Outstanding,**
121 **Above Satisfactory, etc.) and the department methodology and criteria for evaluating the**
122 **employee’s annual evaluation.**

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

128 (eg) **Incentive Award Selection.**

129 (1) **TIPs/RIAs.** College or unit committees for the TIP and RIA award programs
130 shall be elected by and from the unit employees. The committees shall equitably represent the
131 departments or units within them. Employees who plan to apply for a particular award in the current
132 or immediately following cycle shall not be eligible to serve on the committee. A committee
133 chairperson for each incentive award program shall be elected by and from the college/unit
134 committee. The chairperson shall charge the committee that members shall only consider the merits
135 of the application. No additional outside information or discussion of position, e.g., instructor vs.
136 tenure track employee, past awards, current salary, etc., may be considered, **nor may additional**
137 **criteria, rating scales, weightings, or other forms of assessment be used.** The committee shall review
138 the award applications and shall submit a ranked list of recommended employees to the dean or
139 dean’s representative. In ranking the applicants, committee members shall only consider the merits
140 of the application. The committee shall not impose any numerical criteria or weightings during the

141 ranking process, and for completed applications, departures from the application specifications may
142 impact but shall not disqualify an application.

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

148 (b) In larger colleges or units, subcommittees may be formed from
149 the committee at-large in the interest of efficient evaluation of the incentive award applications.
150 Each subcommittee must include at least three members, and every member of the committee
151 at-large must serve on a subcommittee. The applications to be reviewed shall be equitably
152 partitioned among the subcommittees. The subcommittees shall follow the ranking procedure
153 outlined above to determine which applications they ~~will~~ recommend to the committee at-large.
154 Then the committee at-large shall be convened to review the applications recommended by the
155 subcommittees. The members of the committee at-large shall discuss the subcommittee
156 recommendations and, finally, use the ranking procedure described above to rank the
157 applications recommended by the subcommittees. In the event of ties, the ties shall be broken as
158 described below.

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

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

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

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

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

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

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

184
185 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set forth
186 below to recognize and promote employee excellence and productivity that respond to and support
187 the mission of the University of Central Florida.

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

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

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

198 (3) These awards shall be made according to ~~existing-the~~ criteria and procedures
 199 below.

200 a. The president ~~will-shall~~ award UCF Trustee Chair Professorships as
 201 resources
 202 become available. The president ~~will-shall~~ be advised by the UCF Trustee Chair Professorships
 203 Selection Committee, consisting of Pegasus award-winning ~~faculty membersemployees and the~~
 204 ~~chair of~~
 205 ~~the Faculty Senate~~. The selection committee ~~will-shall~~ consider ~~those~~ candidates nominated by their
 206 ~~candidate's~~ dean or director. ~~The committee will also consider those, as well as~~ candidates
 207 nominated by a
 208 faculty member and endorsed by the candidate's dean or director. Nominations and
 209 endorsements ~~will-shall~~ be documented by a letter from each party.

210 b. A candidate ~~will-shall~~ submit a curriculum vitae documenting
 211 accomplishments. c. The selection
 212 committee ~~will-shall~~ assess each candidate's qualifications with regard to the following criteria:

213 1. Tenured full ~~or associate~~ professor with five-year UCF residency.

214 2. Outstanding record of achievement acknowledged by the
 215 university, such as by receiving a:

216 ~~-Pegasus Professor award, or a~~

217 ~~-University award(s) for excellence in undergraduate or graduate teaching, research, or~~
 218 ~~service~~

219 3. Outstanding record of achievement acknowledged by the
 220 professional community, such as:

221 ~~-Teaching:~~ disciplinary education awards, leadership of committees that establish
 222 national education criteria in the discipline;

223 ~~-Research or creative activity: fellow in the top professional organization for the~~
 224 ~~Discipline;~~

225 ~~-Service:~~ board member of professional society, editor-in-chief of top refereed technical
 226 journals in the discipline, program chair or general chair of top professional
 227 conferences in the discipline;

228 4. Significant achievement in undergraduate ~~and/or~~ graduate
 229 education, ~~or both~~.

230 5. Sustained and substantial funding for research ~~and/or~~ creative
 231 activities.

232 6. Research or creative-activity accomplishments and findings,
 233 such as:

234 ~~-P~~ublications in top refereed journals; notable citation record; publication record with

235 Students ;
 236 –Issued U.S. patents;
 237 –Books and works of art
 238 7. ☐ Awards from the non-academic community.
 239 ☐8. National recognition, such as presidential awards, election to a
 240 national academy.
 241 ☐9. Service on national evaluation committees.
 242 10. ☐ Service on local boards.
 243 11. ☐ University service, such as:
 244 –Chairing of key university committees.
 245 12. –Faculty advisor for student organizations.

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

248 (1) Award recipients shall receive a \$5,000 stipend, a \$5,000 research grant, a
 249 Pegasus statue and the right to be called a UCF Pegasus Professor. The announcement of the
 250 recipients for the UCF Pegasus Professor Award will be made at the UCF
 251 Founder's Day Convocation. (2) Each academic year, the University may shall award

252 up to five Pegasus Professor awards.

253 (3) ~~These awards shall be made according to existing criteria and~~
 254 ~~procedures.~~ Eligibility. Employees must have completed five years at the rank of professor at UCF;
 255 ~~• must have achieved excellence in teaching, research and/or creative activity; and~~
 256 ~~performed service with demonstrable of national and international impact.~~
 257 ~~• must demonstrate the scope and value of the national and international impact.~~

258 (4) Application. Applications for the UCF Pegasus Professor Award Application
 259 packets will be submitted electronically to the Office of Faculty Excellence, at
 260 facultyexcellence@ucf.edu by no sooner than the fourth Wednesday of January 25, 2017.
 261 Application packets shall include:

262 a. ~~• a letter of nomination from the applicant employee or from a UCF~~
 263 sponsor
 264 ~~•~~ b. the applicant's employee's curriculum vitae
 265 ~~•~~ c. the endorsement of the applicant's employee's chair or director, which
 266 may include a 250-word statement of support, as well as the dean or vice
 267 president;
 268 d. the endorsement by of the chair or
 269 director, as well as which may include a 250-word statement of support,
 270 ~~•~~ e. no more than three, 500-word letters of support from faculty members,
 271 staff members,

272
 273 alumni, and/or community colleagues in addition to the endorsements of the applicant's
 274 chair or director, as well as dean or vice president that are mentioned above.

275 ;
 276 (5) Selection. Recipients of UCF Pegasus Professor Awards:
 277 ~~• are determined by the president, who may seek advice from others.~~

278 (c) Excellence Awards

279 (1) Award recipients shall receive a one-time payment of \$2,000. Award
 280 amounts are
 281 treated as income and are subject to normal withholding tax.

282 (2) Each academic year, the University shall award twenty Excellence in
 283 Undergraduate Teaching awards; ~~one~~ University Award for Excellence in Undergraduate
 284 Teaching; ~~one~~ Excellence in Graduate Teaching award ~~for each colleges~~; one University Award
 285 for Excellence in Graduate Teaching; ~~one~~ Excellence in Research award for each college; ~~one~~
 286 University Distinguished Research award, two University Awards for Excellence in Faculty
 287 Academic Advising, one University Award for Excellence in Professional Academic Advising,
 288 ~~Excellence in Research awards, one University Distinguished Research award~~, ~~two~~ University
 289 Awards for Excellence in Professional Service, one Excellence in Librarianship award, one
 290 Excellence in English Language Institute Instruction and one Excellence in Instructional Design
 291 award.

292 (3) These awards shall be made according to ~~existing~~ the criteria and procedures
 293 ~~published by the Office of Faculty Excellence~~ below.

294 a. Excellence in Undergraduate Teaching awards. The twenty awards shall be
 295 distributed among colleges in proportion to their number of eligible employees.

296 1. Faculty Eligibility.

297 Each candidate:

298 ~~All must be a full-time, non-visiting employees with tenured or tenure earning~~
 299 ~~faculty member or hold the rank of instructor,~~
 300 ~~associate instructor, senior instructor, lecturer, associate lecturer, or senior lecturer~~
 301 ~~must have served as a full-time, non-visiting, UCF faculty member for at least two~~
 302 ~~consecutive years of prior to the current years service are eligible. Employees must be~~
 303 ~~assigned to teach at least two undergraduate courses in the current academic year and must not have~~
 304 ~~received a UCF college or university Excellence in Undergraduate Teaching~~
 305 ~~award in the past three academic years. Employees must be nominated by a faculty~~
 306 ~~member, department chair or colleague, or be self-nominated.~~

307 2. Applications.

308 Each application must be accompanied by summary information highlighting and demonstrating the
 309 nominee's teaching accomplishments. ~~Only materials shall be organized submitted~~
 310 in a
 311 one-inch, loose-leaf binder and organized using tabs for ~~the major each~~ sections. ~~will~~
 312 be accepted.

313 Required materials include a ~~table of contents;~~
 314 ~~nomination letter from the department chair or school director, a colleague, or the~~
 315 ~~nominee (if self-nominated) written in support of candidate's application, addressing~~
 316 the
 317 award criteria and highlighting how the nominee excels within her or his department
 318 or

319 school context;
 320 ~~curriculum vita;~~
 321 ~~statement of teaching philosophy (500 words maximum, 12-point font);~~
 322 ~~list of courses taught in the past three years or, for those who have been at UCF for~~
 323 ~~fewer than three years, a list of courses taught since the nominee was appointed to~~
 324 UCF;

325 ~~table listing enrollment and grade distribution for each class taught in the past~~
 326 ~~three years (or two years for those who are applying in their third year at UCF);~~
 327 ~~evidence of participation in activities to develop course materials and/or learn new~~
 328

329 teaching techniques

330 • summaries of evaluation of teaching by students, peers, department chair, and other

331 appropriate parties (if student evaluation comments are used, all comments from a

332 selected course must be included rather than selected excerpts);

333 • examples of teaching strategies and materials used to challenge students to achieve

334 excellence and expand their intellectual horizons; and

335 • evidence of student-learning, ~~for example: which may include~~

336 ~~o~~ descriptions or examples of challenging assignments (with learning objectives);

337 ~~o~~ examples of student materials submitted to receive grades, ~~in the course~~

338 (preferably three or more students or assignments; remove identifying

339 information to preserve student anonymity).

340 Optional ~~m~~Materials ~~may include~~

341 ~~a~~ philosophy of teaching ~~with technology~~ statement;

342 • list ~~and/or~~ samples of recent presentations and creative activities, publications, and

343 research related to ~~the teaching enterprise~~;

344 • list ~~and/or~~ samples of recent publications, research, and/or creative activities in

345 ~~primary~~

346 teaching field;

347 • list of awards or honors ~~received in recognition of~~or teaching excellence

348 • evidence of ability to ~~perform teach~~ effectively in a variety of ~~teaching~~

349 ~~circumstances~~, including

350 with students of diverse backgrounds and abilities;

351 • additional pertinent documentation including unsolicited materials (all letters must

352 ~~have~~

353 been written during the ~~current or~~ last two academic years)

354

355 b. ~~Excellence in Graduate Teaching Awards~~. ~~nominees must be~~

356 ~~1. Eligibility. All full-time tenured or tenure-earning UCF faculty~~

357 ~~membersemployees with~~

358 • ~~must have~~ at least three (3)-years of continuous service ~~as a full-time tenure or~~

359 ~~tenure-earning faculty member~~ at UCF immediately prior to the current year ~~are eligible. must not~~

360 ~~have received a UCF college or university graduate teaching award in the past three years faculty~~

361 ~~membersEmployees~~ must have contributed significantly to graduate education, ~~have evidence~~

362 ~~of including~~ substantial teaching of graduate courses (including thesis and dissertation courses).

363 Employees must not have received a UCF college or university graduate teaching award in the past

364 three ~~academic~~ years.

365 ~~self-nominations, as well as nominations by colleagues, may be made~~

366 •

367 ~~2. Applications and Supporting Documentation~~ Nominations by

368 colleagues and self-nominations, as well as nominations by colleagues, may be

369 madeare accepted.

370 Each application ~~must be accompanied by summary information highlighting and~~

371 ~~supporting the nominee's graduate teaching accomplishments. Not all applicants will have items to~~

372 ~~report in each section, so if there is nothing to place in a section, then tab the section, and indicate~~

373 ~~that the section is not applicable. Only materials shall be compiled~~organized in a one -inch, loose-

374 leaf binder and organized using tabs for ~~the importanteach~~ section, ~~s will be accepted.~~

375 2

376 Required ~~m~~Materials include a nomination letter from the department chair or the
 377 unit head-department, a colleague, or the nominee written specifically in support of this award ~~(the~~
 378 ~~letter should stress how the nominee stands out within the department context);~~

379 ~~▪ a brief up-to-date~~ curriculum vita highlighting graduate teaching accomplishments
 380 and development of graduate programs, courses, and teaching materials;

381 ~~▪ a~~ statement of teaching philosophy (500 words maximum); ~~a~~
 382 list of all courses taught in the past three years by term, and the credit hours
 383 associated with each course, with graduate courses highlighted;

384 ~~▪ a~~ table of enrollment and grade distributions for all graduate courses;

385 ~~▪~~ syllabi for all graduate courses taught in the past three years;

386 ~~▪~~ summaries of teaching evaluations, similar to those required for TIP awards;

387 ~~▪~~ evidence of graduate course development, upgrades or program development;

388 ~~▪~~ examples of teaching strategies and materials used to challenge students to achieve
 389 excellence and expand their intellectual horizons; and

390 ~~▪~~ a list of master's thesis and doctoral dissertations supervised in the last three years.

391 Optional ~~m~~Materials include

392 ~~These items may be placed in the binder after the required items, at the discretion of~~
 393 ~~the nominee. If an item is included, it should be found in its own tabbed section, in the order listed~~
 394 ~~here. However, for these optional materials, no tabbed section is needed if an item is not included.~~

395 ~~▪~~ previous awards or honors received in recognition of graduate teaching excellence;

396 ~~▪~~ summaries of ~~evaluation of~~ teaching evaluations by ~~students~~, peers, the department
 397 chair, or other appropriate parties;

398 ~~▪~~ student evaluation comments (if used, ~~ALL~~ all comments from a selected course
 399 must be included rather than selected excerpts);

400 ~~▪~~ recent presentations and creative activities, publications, and research related to
 401 graduate teaching;

402 ~~▪~~ evidence of participation in activities to develop graduate course materials or

403 ~~▪~~ participation in or facilitation of a graduate teaching workshop or similar activity.

404
 405 c. Excellence in Research Awards. Each college ~~may~~ shall select one research award
 406 recipient. One ~~(1)~~ additional Excellence in Research A award is available to ~~the combined research~~
 407 ~~staff employees in those~~ institutes and centers who are not ~~directly~~ associated with an academic
 408 college. Recipients must have outstanding research records for work done at UCF

409 1. Eligibility. All employees who have completed at least two years of
 410 continuous service immediately prior to the current year on the UCF faculty are eligible.
 411 Three full academic years must have elapsed since a nominee received a UCF college or
 412 university researcher award.

413 2. Application. ~~▪~~ Nominations by colleagues and self-nominations, are
 414 accepted. The criteria for evaluating applicants' files ~~will~~ shall include four ~~(4)~~ major
 415 categories:

416 ~~▪~~ cumulative value and impact of research efforts at UCF within the
 417 discipline and to society;

418 ~~▪~~ recognition of research efforts by the individual's peers in the same or in
 419 related disciplines;

420 ~~▪~~ publication and presentation of research results

421

422 •-external grant and contract support for the research work appropriate to the
 423 candidate's discipline. Only materials developed since the last award shall be considered in
 424 evaluating a current application. Each application shall be compiled in a one -inch, loose-
 425 leaf binder and organized using tabs for each section described below.

426
 427 i. A 200 word (maximum) description of the employee's area of
 428 research. Describe in 100 words or less the individual's primary area of research.

429 B. Describe in 100 words or less the individual's secondary (if any)
 430 areas of interest.

431 ii. C. Give a concise 300 word (or less) description (not to exceed
 432 300 words) of the employee's research achievements, including of the candidate,
 433 discussing, for example, new discoveries, major contributions, creativeness,
 434 originality, significant breakthroughs, etc.

435 iii. A Briefly describe explanation (no more than half a one-half
 436 page) of how the major research publications, or other means of research
 437 dissemination exceed the norm in the candidate's applicant's field. List these
 438 publications or major dissemination products for dissemination.

439 iv. A list (no more than half a page) of major awards or other evidence
 440 of recognition, including major research funding.

441 v.

442 A. Candidate's The employee's curriculum vitae.

443 vii. B. Supporting materials. Candidates may attach or include up to a
 444 A maximum of three current examples of the employee's work. These examples
 445 should be which are selected to provide evidence of quality as opposed to quantity.

446 d. University Awards for Excellence in Undergraduate Teaching, Graduate
 447 Teaching, and Distinguished Research. The faculty committee will select college-level awardees
 448 by Wednesday, February 1, 2017. All

449 nominees will be notified of their selection status and a list of the awardees and their
 450 files will

451 immediately be forwarded to Dr. Melody Bowdon, Executive Director of the Karen
 452 L. Smith

453 Faculty Center for Teaching and Learning, CL1, Room 207 for consideration by the
 454 university-wide committee. A committee with representation

455 from multiple colleges will select an individual from among the college awardees to
 456 receive the

457 University Excellence in Undergraduate Teaching Award. College and university
 458 awards will be

459 presented at the Founders' Day Honors Convocation

460 e. – j. Similar language for the remaining six awards to be added here

461 k. Selection. Each college shall elect a faculty committee comprised of one employee
 462 per department or unit to evaluate applications and select the person(s) to receive a college
 463 Excellence Award(s). The recipient of a University Excellence Award shall be selected by a
 464 committee of employees elected by their college. If, in the judgment of a selection committee, no
 465 award or nomination is merited, none need be made. Employees who apply for an award are
 466 ineligible to be members of either their college or the university committee. Once the selection
 467 process is complete, applications shall be returned to faculty members.

468 I. Deadlines. Applications for all awards shall be due to college deans no sooner than
469 the third Friday of January.
470

471 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

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

478 (b) Nothing contained herein shall prevent employees whose salaries are funded by grant
479 agencies from being allotted raises higher than those provided in this Agreement if such increases
480 are provided by the granting agency.
481

482 **23.8 Administrative Discretion Increases.** From September 1, 2017 through August 31, 2018,
483 the University may provide Administrative Discretion Increases up to one and one-half percent
484 (1.5%) of the total salary rate of Education and General (E&G) employees who were in an
485 employment relationship with the University on May 7, 2017. Any Administrative Discretion
486 Increase provided to contract and grant (C&G) employees, any court-ordered or court-approved
487 salary increase, any prevailing wage adjustment for the purpose of qualifying for immigration
488 status, or any salary increase to settle a legitimate, broad-based employment dispute shall not be
489 subject to the terms and limitations of this Section.

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

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

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

499 (d) The University's ability to provide Administrative Discretion Increases shall expire
500 August 31, 2018, and shall not become part of the status quo.
501

502 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to
503 implementation.
504

505 **23.10 Type of Payment for Assigned Duties.**

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

509 (b) Duties and responsibilities assigned by the University to an employee that are in
510 addition to the available established FTE for the position shall be compensated through OPS wages,
511 not salary.
512

513 **23.11 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for
514 9-month employees shall be offered each year during an annual open enrollment period from April

515 1 to June 30. If chosen by the employee, this payment option shall become effective for one year
516 starting with the first full pay period beginning after August 8. The plan shall allow for employees
517 to select a fixed savings amount to be deducted from each of the nineteen full bi-weekly paychecks
518 received during the Fall and Spring semesters with a change in that amount to account for those
519 paychecks from which double premiums are deducted. The total savings shall be returned to the
520 employee in equal amounts for the five full bi-weekly paychecks received during the Summer. The
521 University shall provide an online calculator and assistance, ~~as reasonable, taking into account time~~
522 ~~and resources,~~ to assist the employee in determining a savings amount and fixed reduction amount
523 that allow the employee's net paychecks to remain approximately constant. Pay received for
524 supplemental summer assignments shall be unaffected by this plan. This pay plan is subject to tax
525 limitations.

526
527 **23.12 Administrative Salary Stipends.** ~~A temporary salary increase that is provided to An~~
528 ~~employee as compensation for who performs~~ a specific, titled administrative function shall ~~be~~
529 ~~permitted under this agreement as an~~ receive an Administrative Salary Stipend ~~of no less than~~
530 ~~\$5,000~~. At least 14 days ~~prior to before~~ the effective date of any Administrative Salary Stipend, the
531 University shall provide UFF a written notification of the stipend that states the name, rank and
532 discipline of the employee, the stipend amount ~~of the stipend~~, and the reason for the stipend. If all or
533 part of the stipend is later added to the employee's salary, the amount so converted shall be treated
534 as an Administrative Discretion Increase during the year in which the conversion takes place and
535 shall be subject to limitations of that section.

536
537 **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
538 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary
539 rate by 26.1 pay periods.