

**ARTICLE 23 [2016-2017-2018]***[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;

(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~~11.0% 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.

**23.3 Legislatively Mandated Increases.**

(a) No legislatively mandated increases were provided in 20~~16~~17, however, if an increase were to be made available, it would be implemented as soon as practicable.

**23.4 Other Increases.**

(a) Across-the Board Salary Increases. Effective ~~December 16, 2016~~November 17, 2017, for the 20~~16~~17-20~~17~~18 year, each eligible employee shall receive a ~~one~~ two and one quarter percent (~~1.25~~2.5%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of ~~December 16, 2016~~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 (not OPS) with the University prior to May 7, 201~~6~~7; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 201~~5~~6-1~~6~~7 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~~November 17, 2017, all employees eligible for that increase shall receive a one-time payment of ~~\$970~~ —\$610 on December ~~16, 2016~~2017, 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.

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

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

59 (d) Equity Increases. Effective ~~December 16, 2016~~ November 17, 2017 for the 201~~67~~-201~~78~~  
 60 year, the University shall provide a one time equity increase to all regular, clinical, research, and non-  
 61 visiting E&G funded employees as follows: an amount equal to one fifth of one percent (0.20%) of the  
 62 total base salary of all E&G employees as of August 12, 2016 ~~a pool of up to two hundred and fifty~~  
 63 ~~thousand dollars (\$250,000).~~ to all regular, clinical, research, non-visiting employees whose August 12,  
 64 2016, 1.0 FTE base salary was less than \$45,000 for those with a Ph.D. or equivalent terminal degree, or  
 65 less than \$42,000 for all others or whose 12-month salary was less than \$60,000 for those with a Ph.D. or  
 66 equivalent degree or less than \$56,000 for all others. Equity increases shall be distributed proportionately  
 67 equal to the difference between the employee's August 1~~2~~, 201~~67~~ salary and the thresholds ~~below~~ above.  
 68 The increase shall be available to employees who were in an employment relationship (not OPS) with the  
 69 University prior to May 7, 2017; who remain in an in-unit employment relationship at the date of  
 70 implementation, and that also meet the following eligibility requirements: regular, clinical, research, non-  
 71 visiting E&G employees whose August 11, 2017 1.0 FTE base salary also meets one of the following  
 72 qualifications:

73 (1) 9-month salary:

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

77 (2) 12-month salary:

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

81  
 82 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote  
 83 employee excellence and productivity that respond to and support the mission of the University of Central  
 84 Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give  
 85 final approval for awards to successful faculty.

86 Each year, the University shall make available to eligible employees ~~110-120~~ Incentive Awards.  
 87 The awards shall be distributed to awardees in the next award cycle after ratification of this document as  
 88 set forth in Paragraphs (a) through (f) below. Regardless of ~~the~~ contract length (9 months through 12  
 89 months), award recipients shall receive a one-time award of \$5,000 as soon as practicable and a \$5,000  
 90 increase to their salary effective at the beginning of the succeeding academic year. Employees on visiting  
 91 and other temporary appointments are not eligible for incentive awards. Employees on non-E&G funding  
 92 will be eligible for the increase depending on availability of funds.

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

99 (b) **UCF-Research Incentive Award Program.** The UCF-Research Incentive Award  
 100 ("UCF-RIA") program recognizes outstanding research, scholarly, or creative activity that advances the  
 101 body of knowledge in a particular field, including interdisciplinary research and collaborations. Each

102 academic year the University shall make available up to fifty-five UCF-RIA awards to employees. The  
 103 UCF-RIA award recognizes employee contributions to UCF's key goal of achieving international  
 104 prominence in research and creative activities.

105 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** ~~SoTLs use discovery, reflection, and evidence-based methods to research effective teaching and student learning. While the implementation of SoTL outcomes can result in teaching excellence and increasing teaching effectiveness, this award recognizes not teaching excellence but scholarly efforts. For academic year 2016-2017, the University shall make available up to ten (10) SoTL awards. No SoTLs will be available for the 2017-18 award cycle.~~

111 (d) **Eligibility.** ~~All full-time, regular employees who meet the applicable criteria shall be eligible for Incentive Award programs in their fifth year of continuous service, and beginning in the fifth academic year after receiving a particular Incentive Award (i.e. every five years.)~~

114 (e) **Applications for Incentive Awards.** ~~Beginning with the 2016-2017 awards, the Office of Faculty Excellence will initiate an electronic application process. Applications shall be completed online.~~

117 (f) **Deadlines.**

118 (1) UCF ~~TIP-RIA~~ applications shall be due ~~no sooner than the third second week~~Friday  
 119 ~~of December~~

120 (2) UCF ~~RIA-TIP~~ applications shall be due ~~no sooner than the first week~~third Friday of  
 121 ~~February~~

122 ~~no sooner than the first week~~fourth Friday of

123 (g) **Applications.**

124 (1) **TIP Awards.** TIP applications shall include the following:

125 (a) Teaching and Learning Philosophy Statement (500 words maximum)

126 (b) Summary of Instructional Activities (300 words maximum)

127 (c) Impact of Instruction Including Evidence of Student Learning (300

128 words maximum)

129 (d) CV

130 (e) Annual Assignments (previous four years)

131 (f) Annual Evaluations (previous four years)

132 (g) Course Assignments (previous four years; provided through Pegasus

133 Portal)

134 (h) Student Evaluations SPOIs Summaries (previous four years)

135 (i) Supporting Materials (Optional- not to exceed 40 MB per item)

136 (2) **RIA Awards.** RIA applications shall include the following:

137 (a) Research, Scholarly, or Creative Activity (100 word maximum)

138 (b) Research, Scholarly, or Creative Activity—Secondary Area (100 word

139 maximum-optional)

140 (c) Impact, Achievements, and Recognition (500 words maximum)

141 (d) CV

142 (e) Annual Assignments (previous four years)

143 (f) Annual Evaluations (previous four years)

144 (g) Course Assignments (previous four years)

145 (h) Supporting Materials (Optional—not to exceed 40 MB)

146 ~~Award~~bedef

147 (g) ~~Supporting Materials (Optional—not to exceed 40 MB per item)~~

148 (eh) **Incentive Award Selection.**

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

153 immediately following cycle shall not be eligible to serve on the committee. A committee chairperson for  
154 each incentive award program shall be elected by and from the college/unit committee. The chairperson  
155 shall charge the committee that members shall only consider the merits of the application. No additional  
156 outside information or discussion of position, e.g., instructor vs. tenure track **employee** ~~faculty~~, past  
157 awards, current salary, etc., may be considered. The committee shall review the award applications and  
158 shall submit a ranked list of recommended employees to the dean or dean's representative. In ranking the  
159 applicants, committee members shall only consider the merits of the application. The committee shall not  
160 impose any numerical criteria or weightings during the ranking process, and for completed applications,  
161 departures from the application specifications may impact but shall not disqualify an application.

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

167 (b) In larger colleges or units, subcommittees may be formed from the  
168 committee at-large in the interest of efficient evaluation of the incentive award applications. Each  
169 subcommittee must include at least three members, and every member of the committee at-large must  
170 serve on a subcommittee. The applications to be reviewed ~~will~~shall be equitably partitioned among the  
171 subcommittees. The subcommittees ~~will~~shall follow the ranking procedure outlined above to determine  
172 which applications they will recommend to the committee at-large. Then the committee at-large ~~will~~shall  
173 be convened to review the applications recommended by the subcommittees. The members of the  
174 committee at-large ~~will~~shall discuss the subcommittee recommendations and, finally, use the ranking  
175 procedure described above to rank the applications recommended by the subcommittees. In the event of  
176 ties, the ties ~~will~~shall be broken as described below.

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

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

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

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

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

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

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

202 (j) For purposes of TIP/RIA selection as stated above, "college" shall also  
203 include the group of employees whose primary assignment is in the College of Undergraduate Studies, the

204 College of Graduate Studies, an institute or center. These employees shall be grouped together for  
205 purposes of calculating the number of awards available for each award category. The college committee  
206 shall consist of a member from each of the units represented.  
207

208 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set forth below to  
209 recognize and promote employee excellence and productivity that respond to and support the mission of  
210 the University of Central Florida.

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

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

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

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

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

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

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

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

228 (c) Excellence Awards

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

230 (2) Each academic year, the University shall award Excellence in Undergraduate  
231 Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in  
232 Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two University  
233 Awards for Excellence in Faculty Academic Advising, one University Award for Excellence in  
234 Professional Academic Advising, Excellence in Research awards, one University Distinguished Research  
235 award, two University Awards for Excellence in Professional Service, one Excellence in Librarianship  
236 award, one Excellence in English Language Institute Instruction and one Excellence in Instructional  
237 Design award.

238 (3) These awards shall be made according to existing criteria and procedures published by  
239 the Office of Faculty Excellence.  
240

241 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

242 (a) Employees on contracts or grants shall receive salary increases equivalent to similar  
243 employees on Education and General (E&G) funding, provided that such salary increases are permitted  
244 by the terms of the contract or grant and adequate funds are available for this purpose in the contract or  
245 grant. In the event such salary increases are not permitted by the terms of the contract or grant, or in the  
246 event adequate funds are not provided, the president or president's representative shall seek to have the  
247 contract or grant modified to permit or fund such increases.  
248

249 (b) Nothing contained herein shall prevent employees whose salaries are funded by grant  
250 agencies from being allotted raises higher than those provided in this Agreement if such increases are  
251 provided by the granting agency.  
252

253 **23.8 Administrative Discretion Increases.** ~~On~~~~From~~ September 1, 2017~~6~~ through August 31,  
254 2018~~7~~, the University may provide Administrative Discretion Increases up to one and one-half percent  
255 (1.5%) of the total salary rate of Education and General (E&G) employees who were in an employment  
256 relationship with the University on May 7, 2017~~6~~. Any Administrative Discretion Increase provided to  
257 contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing  
258 wage adjustment for the purpose of qualifying for immigration status, or any salary increase to settle a  
259 legitimate, broad-based employment dispute shall not be subject to the terms and limitations of this  
260 Section.

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

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

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

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

272

273 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to  
274 implementation.

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### 276 **23.10 Type of Payment for Assigned Duties.**

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

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

282

283 **23.11 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for  
284 9-month employees shall be offered each year during an annual open enrollment period from April 1 to  
285 June 30. If chosen by the employee, this payment option shall become effective for one year starting with  
286 the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed  
287 savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the  
288 Fall and Spring semesters with a change in that amount to account for those paychecks from which  
289 double premiums are deducted. The total savings shall be returned to the employee in equal amounts for  
290 the five full bi-weekly paychecks received during the Summer ~~semester~~. The University shall provide an  
291 online calculator and assistance as reasonable, taking into account time and resources, to assist the  
292 employee in determining a savings amount and fixed reduction amount that will allow the employee's net  
293 paychecks to remain approximately ~~constant level across the 24 pay periods~~. Pay received for  
294 supplemental summer assignments shall be unaffected by this plan. This pay plan is subject to tax  
295 limitations.

296

297 **23.12 Administrative Salary Stipends.** A temporary salary increase that is provided to an  
298 employee as compensation for performing a specific, titled administrative function shall be permitted  
299 under this agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of  
300 any Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend  
301 ~~that which~~ states the name, ~~of the employee, the~~ rank, and discipline of the employee, the amount of the  
302 stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's salary,

303 the amount so converted shall be treated as an Administrative Discretion Increase during the year in  
304 which the conversion takes place and shall be subject to limitations of that section.

305

306 **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on  
307 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary rate  
308 by 26.1 pay periods.