

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

23.1 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.

23.2 Legislatively Mandated Increases.

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

23.3 Other Increases.

(a) Across-the Board Salary Increases. Effective January 26, 2018, for the 2017-2018 year, each eligible employee shall receive a ~~one-two and five-tenths~~ percent (2.5%) increase to the employee's base salary. This increase ~~will~~shall be calculated using the employee's salary as of 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, 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 January 26, 2018, all employees eligible for that increase shall receive a one-time payment of ~~\$610~~ 1,227.29 on February 16, 2018, ~~or as soon as practicable thereafter.~~

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

(d) Equity Increases. Effective January 26, 2018, for the 2017-2018 year, the University shall provide a one-time equity increases to all regular, clinical, research, and non-visiting ~~E&G funded~~ employees as follows. Equity increases shall be distributed equal to the difference between the employee's August ~~117~~, 2017 salary and the thresholds below. The increase shall be available to employees who were in an employment relationship (not OPS) with the University prior to May 7, 2017; who remain in an in-unit employment relationship at the date of implementation, and whose August ~~711~~, 2017 1.0 FTE base salary also meets one of the following qualifications:

(1) 9-month salary:

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

48 (2) 12-month salary:

49 a. is less than \$60,000 and who holds a Ph.D. or equivalent terminal degree in a
50 field related to the employee's assignment.

51 b. is less than \$56,000 for all other employees
52
53

54 **23.4 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote
55 employee excellence and productivity that respond to and support the mission of the University of
56 Central Florida, including its strategic initiatives and five key goals. ~~The provost or his or her
57 designee shall give final approval for awards to successful faculty employees.~~

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

65 (a) **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program ("UCF-
66 TIP") rewards teaching productivity and excellence. Each academic year the University shall make
67 available ~~up to~~ fifty ~~five~~ UCF-TIP awards to eligible employees. -The UCF-TIP award recognizes
68 employee contributions to UCF's key goals of offering the best undergraduate education available
69 in Florida and achieving international prominence in key programs of graduate study. ~~Employees
70 applying for TIPs must meet current productivity criteria. To be eligible for a TIP award, employees
71 must meet one of the eligibility criteria below.~~

72 1. During semesters in which the employee generates student credit hours (SCHs),
73 the employee must meet or exceed median production at one or more of the levels
74 below:

75 a. Undergraduate and graduate SCHs combined at the department level

76 b. Undergraduate and graduate SCHs combined at the college level

77 c. Graduate SCHs at the department level

78 d. Graduate SCHs at the college level

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

83 2. The employee must show that their teaching assignment prevented them from
84 achieving these thresholds (i.e., the combined maximum enrollments in their assigned
85 courses did not meet or exceed any of the thresholds).
86
87

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

94 (c) **Scholarship of Teaching and Learning Awards** (SoTLs). SoTLs recognize
95 discovery, reflection, and using evidence-based methods to research effective teaching and student
96 learning. While the implementation of SoTL outcomes may result in teaching excellence and
97 increased teaching effectiveness, this award recognizes scholarly efforts beyond teaching
98 excellence. For academic year ~~2016~~2017-20172018, the University shall make available ~~up to ten~~
99 ~~(10)~~ SoTL awards.

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

103 (e) **Deadlines.**

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

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

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

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

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

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

112 (3) The annual Chair's Evaluation or equivalent for the time period represented in
113 the application. The Department Chair shall provide the number of faculty employees evaluated in
114 each year during that time period, the number of faculty employees in each category (Outstanding,
115 Above Satisfactory, etc.) and the department methodology and criteria for evaluating the
116 employee's annual evaluation.

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

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

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

137 (a) Each committee member shall review all applications and transmit a
138 preliminary ranking to the committee chair. Committee members may rank as many applicants as
139 they deem merit the award, with the highest rank given to the top candidate (i.e., the highest rank

140 equals the number of applicants, N), the next highest rank being N-1, and so on. Applications that
141 are not deemed acceptable for an award shall be left unranked.

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

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

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

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

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

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

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

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

178
179 **23.65 Excellence Awards.** The University shall implement the merit-based bonuses set forth
180 below to recognize and promote employee excellence and productivity that respond to and support
181 the mission of the University of Central Florida.

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

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

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

192 (3) The eligibility criteria for an applicant is holding the rank of **associate**
193 **professor or** professor; the applicant must be recognized as a “foremost scholar” in his or her chosen
194 area of expertise, meaning known as a preeminent scholar in his or her discipline; and have a
195 positive impact to other scholars at UCF. Applications will be reviewed by a committee consisting
196 of one Trustee Chair, one Pegasus Professor, **the Chair of the Faculty Senate,** and the Vice Provost
197 for Faculty Excellence. The President **and or** Provost **or designee wishall** make the final
198 appointment.

199
200 (b) Pegasus Professor. The Pegasus Professor award recognizes excellence in the three
201 primary areas of academic endeavor: teaching, research and service.

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

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

205 (3) The eligibility criteria for an applicant is having completed five years at the rank
206 of professor at UCF; having achieved excellence in teaching, research and/or creative
207 activity; and demonstrable service and scope of national and international impact. The
208 awards are ultimately determined by the President or designee.

209

210 (c) Excellence Awards

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

212 (2) Each academic year, the University shall award twenty Excellence in
213 Undergraduate Teaching awards; ~~one~~ University Award for Excellence in Undergraduate
214 Teaching; ~~one~~ Excellence in Graduate Teaching award for each colleges; one University Award
215 for Excellence in Graduate Teaching; ~~one~~ Excellence in Research award for each college; one
216 University Distinguished Research award, two University Awards for Excellence in Faculty
217 Academic Advising, one University Award for Excellence in Professional Academic Advising,
218 ~~Excellence in Research awards, one University Distinguished Research award, t~~two University
219 Awards for Excellence in Professional Service, one Excellence in Librarianship award, one
220 Excellence in English Language Institute Instruction and one Excellence in Instructional Design
221 award.

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

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

226 1. Faculty-Eligibility.

227 Each candidate:

228 •All full-time, non-visiting employees with at least two

229 consecutive years of prior service are eligible. Employees must be assigned to teach
230 at least two undergraduate courses in the current academic year and must not have received a UCF
231 college or university Excellence in Undergraduate Teaching

232 award in the past three academic years. Employees must be nominated by a faculty
233 member, department chair or colleague, or be self-nominated.

234
 235 2. Applications.
 236 Each application must be accompanied by summary information highlighting and demonstrating the
 237 nominee's teaching accomplishments. Materials shall be submitted in a
 238 one-inch, loose-leaf binder and organized using tabs for each section.
 239 Required materials include a a-table of contents;
 240 a-nomination letter from the department chair or school director, a colleague, or the
 241 nominee (if self-nominated), addressing the
 242 award criteria and highlighting how the nominee excels within her or his department
 243 or
 244 school context;
 245 a-curriculum vita;
 246 a-statement of teaching philosophy (500 words maximum);
 247 a-list of courses taught in the past three years or, for those who have been at UCF for
 248 fewer than three years, a list of courses taught since the nominee was appointed to
 249 UCF;
 250 a-table listing enrollment and grade distribution for each class taught in the past
 251 three years (or two years for those who are applying in their third year at UCF);
 252 a-evidence of participation in activities to develop course materials and/or learn new
 253 teaching techniques
 254 a-summaries of evaluation of teaching by students, peers, department chair, and other
 255 appropriate parties (if student evaluation comments are used, all comments from a
 256 selected course must be included rather than selected excerpts);
 257 a-examples of teaching strategies and materials used to challenge students to achieve
 258 excellence and expand their intellectual horizons; and
 259 a-evidence of student-learning, which may include
 260 a-descriptions or examples of challenging assignments (with learning objectives),
 261 a-examples of student materials submitted to receive grades,
 262 (preferably three or more students or assignments; remove identifying
 263 information to preserve student anonymity).
 264 Optional materials may include
 265 a-philosophy of teaching- statement;
 266 a-list or samples of recent presentations and creative activities, publications, and
 267 research related to teaching;
 268 a-list and/or samples of recent publications, research, and/or creative activities in
 269 teaching ;
 270 a-list of awards or honors for teaching excellence
 271 a-evidence of ability to teach effectively in a variety of circumstances, including
 272 with students of diverse backgrounds and abilities;
 273 a-additional pertinent documentation including unsolicited materials (all letters must
 274 have
 275 been written during the current or last two academic years)
 276
 277 b. Excellence in Graduate Teaching Awards.
 278 1. Eligibility. All full-time tenured or tenure-earning employees with at least three
 279 years of continuous service at UCF immediately prior to the current year are eligible. Employees
 280 must have contributed significantly to graduate education, including substantial teaching of

281 graduate courses (including thesis and dissertation courses). Employees must not have received a
282 UCF college or university graduate teaching award in the past three academic years.

283
284 2. Applications Nominations by colleagues and self-nominations are
285 accepted.

286 Each application shall be compiled in a one -inch, loose-leaf binder and organized
287 using tabs for each section..

288 2
289 Required materials include a nomination letter from the department chair or unit
290 head, a colleague, or the nominee written specifically in support of this award;

291 •a curriculum vita highlighting graduate teaching accomplishments and
292 development of graduate programs, courses, and teaching materials;

293 •a statement of teaching philosophy (500 words maximum); a
294 list of all courses taught in the past three years by term; and the credit hours
295 associated with each course, with graduate courses highlighted;

296 •a table of enrollment and grade distributions for all graduate courses;

297 •syllabi for all graduate courses taught in the past three years;

298 •summaries of teaching evaluations, similar to those required for TIP awards;

299 •evidence of graduate course development, upgrades or program development;

300 •examples of teaching strategies and materials used to challenge students to achieve
301 excellence and expand their intellectual horizons; and

302 •a list of master's thesis and doctoral dissertations supervised in the last three years.

303 Optional materials include previous awards or honors received in recognition of
304 graduate teaching excellence;

305 •summaries of teaching evaluations by peers, the department chair, or other
306 appropriate parties;

307 •student evaluation comments (if used, all comments from a selected course must be
308 included rather than selected excerpts);

309 •recent presentations and creative activities, publications, and research related to
310 graduate teaching;

311 •evidence of participation in activities to develop graduate course materials or

312 •participation in or facilitation of a graduate teaching workshop or similar activity.

313
314 c. Excellence in Research Awards. Each college shall select one research award
315 recipient. One additional Excellence in Research Award is available to employees in those
316 institutes and centers who are not associated with an academic college. Recipients must have
317 outstanding research records for work done at UCF

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

322 2. Application. •Nominations by colleagues and self-nominations, are
323 accepted. The criteria for evaluating applicants' files shall include four major categories:
324 •cumulative value and impact of research efforts at UCF within the
325 discipline and to society;

326 •recognition of research efforts by the individual's peers in the same or in
327 related disciplines;

•-publication and presentation of research results

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

i. A 200 word (maximum) description of the employee's area of research.

ii. A 300 word (or less) description of the employee's research achievements, including new discoveries, major contributions, creativeness, originality, significant breakthroughs, etc.

iii. A brief explanation (no more than one-half page) of how the major research publications, or other means of research dissemination exceed the norm in the applicant's field.

iv. A list of major awards or other evidence of recognition, including major research funding.

v. The employee's curriculum vitae.

vii. A maximum of three current examples of the employee's work, which are selected to provide evidence of quality as opposed to quantity.

-d. University Awards for Excellence in Undergraduate Teaching, Graduate Teaching, and Distinguished Research. College-level awardees will be notified of their selection status and their files will

immediately be forwarded for consideration by the university-wide committee. College and university awards will be presented at the Founders' Day Honors Convocation

d. Awards for Excellence in Undergraduate Academic Advising. Excellence in Undergraduate Faculty Advising awards recognize outstanding efforts of faculty advisor employees in retaining undergraduate students, improving communication of information to peers and students, and helping undergraduate students realize their potential.

1. Eligibility. All candidates must have completed at least two years of continuous service at the university, ~~and~~ must currently advise undergraduate students, and must not have received a UCF college or university Excellence in Undergraduate Faculty Academic Advising award in the past three years.

2. Application. Each application ~~must~~ shall be accompanied by summary information highlighting and demonstrating the nominee's accomplishments in academic advising. Materials shall be submitted in a 1 inch, loose-leaf binder and organized using tabs for major sections. Required materials include a table of contents; nomination letter; curriculum vita; a one-paragraph statement of philosophy toward student advising; student, peer and administrative evaluations of advising activities (if comments are included from teaching evaluations, all comments must be provided along with a typed summary, by year, rather than the actual evaluation sheets); and evidence of leadership in developing new and innovative advising methods. Optional

371 materials may include documentation of awards, honors, etc., received in recognition
372 of excellence in advising in the past three years; evidence of extra effort to improve
373 advising; evidence that students have been sensitively and appropriately informed
374 and guided concerning career choices and academic opportunities; evidence that the
375 nominee serves as a role model in the pursuit of learning; a description of advising
376 activities and responsibilities; recent publications or presentations that relate to
377 college advising methods or tools; and supporting materials from students, which
378 must be limited to students no longer at UCF and must have been written in the past
379 three years.

380 ————e. University Awards for Excellence in Undergraduate Teaching, Graduate Teaching, and
381 Distinguished Research and Excellence in Undergraduate Academic Advising. College-level
382 awardees will be notified of their selection status and their files will ~~immediately~~ be forwarded
383 immediately for consideration by the university-wide committee. College and university awards
384 will be presented at the Founders' Day Honors Convocation.

385 f. University Award for Excellence in Professional Academic Advising. The University
386 Award for Excellence in Professional Academic Advising recognizes outstanding efforts by
387 employees who are professional advisors in retaining students, providing accurate and timely
388 information to students, creating a caring and supportive environment, and helping students realize
389 their potential. Colleges, regional campuses, institutes, centers, and the Division of Student
390 Development and Enrollment Services may each nominate up to three employees.

391 1. Eligibility. Candidates may be nominated by their department directors,
392 supervisors, peers, or faculty members. Employees with regular teaching assignments are
393 eligible for other advising awards and are not eligible for the Professional Academic
394 Advising Award. Nominees must have a full-time assignment and three years of experience
395 at UCF in an academic advising unit within a college, regional campus, institute, center or
396 the Division of Student Development and Enrollment Services. At least three full years must
397 have elapsed since receipt of a previous UCF Award for Excellence in Professional
398 Academic Advising.

399 2. Application. Required Materials include a nomination letter; curriculum vita; a
400 description of advising responsibilities undertaken by the nominee during the past two years;
401 and a narrative statement no longer than two pages prepared by the candidate describing
402 their activities in professional academic advising during the academic years on which the
403 candidate is to be judged. Supporting materials that should be included are: a narrative
404 statement no longer than two pages that describes the nominee's advising philosophy, goals,
405 objectives, and vision for the future; a letter of support from the employee's immediate
406 supervisor; and three letters of reference within UCF but outside the employee's immediate
407 advising area.

408 g. Awards for Excellence in Professional Service. The University Excellence in Professional
409 Service Awards honor employees who demonstrate a record of excellence in service to the
410 University of Central Florida and professional service. Each academic college may nominate up to
411 two candidates for these awards.

412 1. Eligibility. Employees must be nominated by a faculty member, department chair,
413 a colleague, or be self-nominated. Nominees must have served as a full-time UCF faculty
414 member for at least two consecutive years prior to the current year, must be assigned
415 professional service duties during the current year and must not have received a UCF
416 professional service award in the past three years.

417 2. Application. Each nominee must submit a portfolio including evidence of
418 accomplishment, recognition and level of service provided. Supporting documentation
419 should include: a nominating letter; curriculum vitae; and concise descriptions of service to
420 the university, professional service, service to civic organizations and public service.
421 Nominees also should include supporting documentation.

422 (d) Unit-Specific Excellence Awards. Each application must be accompanied by summary
423 information highlighting and demonstrating the employee's accomplishments. Materials shall be
424 organized in 1 inch loose-leaf binders using tabs for each section. Departures from the application
425 specifications may affect but shall not disqualify a nominee and nomination materials shall be
426 returned to employees after the recipient is chosen.

427 a. Excellence in Librarianship. The Excellence in Librarianship Award recognizes
428 outstanding contributions and support given to UCF's faculty and students by its library employees.

429 1. Eligibility. Employees may be nominated by a colleague or self-nominated; must
430 be a librarian on a permanent line; must have at least two years of continuous service at
431 UCF; and must not have received a UCF Excellence in Librarianship Award in the past three
432 years.

433 2. Application. Each application must be accompanied by documentation and
434 materials demonstrating that the nominee is an effective, highly-competent librarian. The
435 nominator must submit three documents to be distributed to library employees: a letter of
436 nomination, curriculum vitae and a statement of philosophy of librarianship. Additional
437 letters or other documentation in support of the candidate also can include, for example,
438 evidence of innovative contributions to UCF or the library field, evidence of extra effort to
439 improve library services and collections; evidence of a sustained period of excellence in the
440 library profession; and additional letters supporting the nominee.

441 3. Selection. The recipient will be selected by secret ballot among full-time,
442 permanent library employees.

443 b. Excellence in English Language Institute Instruction. The Excellence in English
444 Language Institute Instructional Award recognizes outstanding contributions and support given to
445 non-native speakers of English by employees of the English Language Institute (ELI).

446 1. Eligibility. Employees may be nominated by a colleague or self-nominated; must
447 have at least two years of continuous service at UCF; and must not have received a UCF
448 Excellence in English Language Institute Instruction in the past three years.

449 2. Application. Each application must be accompanied by documentation and
450 materials demonstrating that the nominee is an effective, highly-competent ELI instructor.
451 The nominator must submit three documents to be distributed to ELI employees: a letter of
452 nomination, curriculum vitae and a statement of philosophy of librarianship. Additional
453 letters or other documentation may include, for example, evidence of innovative
454 contributions to UCF or the ELI field, evidence of extra effort to improve ELI success;
455 evidence of a sustained period of excellence in ELI; and additional letters supporting the
456 candidate. Supporting materials from students are limited to students no longer at UCF and
457 must have been written in the past three years.

458 3. Selection. The recipient will be selected by secret ballot among full-time ELI
459 employees.

460 c. Excellence in Instructional Design Award. The Excellence in Instructional Design Award
461 recognizes the outstanding efforts and contributions that Instructional Designers make to the quality
462 of online instruction at UCF, and to celebrate employees who have a sustained period of excellence
463 in the Instructional Design (ID) field.

464 1. Eligibility. Employees may be nominated by a colleague or self-nominated, and
465 must be an instructional designer on a non-visiting, non-OPS 12-month contract at the time
466 of nomination. Nominees must have at least two years of continuous service at UCF and
467 must not have received this award during the three preceding academic years.

468 2. Application. Each application must be accompanied by documentation and materials
469 demonstrating that the nominee is an effective, highly competent instructional designer. The
470 nominator must submit a letter of nomination; curriculum vitae; statement of philosophy of
471 instructional design; and letters or other documentation that provide evidence of innovative
472 contributions to UCF and/or the ID field; evidence of outstanding effort to promote quality of online
473 instruction and improve relationships with faculty members at UCF; or evidence of a sustained
474 period of excellence in the ID field.

475 3. Evaluation. The recipient of the annual Excellence in Instructional Design Award shall be
476 selected by secret ballot among ID employees.

477 k. Selection. Each college shall elect a faculty committee comprised of one employee
478 per department or unit to evaluate applications and select the person(s) to receive a college

479 Excellence Award(s). The recipient of a University Excellence Award shall be selected by a
480 committee of employees elected by their college. If, in the judgment of a selection committee, no
481 award or nomination is merited, none need be made. Employees who apply for an award are
482 ineligible to be members of either their college or the university committee. Once the selection
483 process is complete, applications shall be returned to faculty members.

484 1. Deadlines. Applications for all awards shall be due to college deans no sooner than
485 the third Friday of January.

486

487 **23.76 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

497

498 **23.87 Administrative Discretion Increases.** From ~~September 1, 2017~~ **January 26, 2018** through
499 August ~~31~~, 2018, the University may provide Administrative Discretion Increases up to one and
500 one-half percent (1.5%) of the total salary rate of employees who were in an employment
501 relationship with the University on May 7, 2017. Any Administrative Discretion Increase provided
502 to contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any
503 prevailing wage adjustment for the purpose of qualifying for immigration status, or any salary
504 increase to settle a legitimate, broad-based employment dispute shall not be subject to the terms and
505 limitations of this Section.

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

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

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

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

517

518 **23.98 Report to Employees.** All employees shall receive notice of their salary increases prior to
519 implementation.

520

521 **23.109 Type of Payment for Assigned Duties.**

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

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

528
529 **23.1110 Twelve-Month Payment Option.** The parties agree that a twelve-month payment
530 option for 9-month employees shall be offered each year during an annual open enrollment period
531 from April 1 to June 30. If chosen by the employee, this payment option shall become effective for
532 one year starting with the first full pay period beginning after August 8. The plan shall allow for
533 employees to select a fixed savings amount to be deducted from each of the nineteen full bi-weekly
534 paychecks received during the Fall and Spring semesters with a change in that amount to account
535 for those paychecks from which double premiums are deducted. The total savings shall be returned
536 to the employee in equal amounts for the five full bi-weekly paychecks received during the
537 Summer. The University shall provide an online calculator and assistance, to assist the employee in
538 determining a savings amount and fixed reduction amount that allow the employee's net paychecks
539 to remain approximately constant. Pay received for supplemental summer assignments shall be
540 unaffected by this plan. This pay plan is subject to tax limitations.

541
542 **23.1211 Administrative Salary Stipends.** ~~A temporary salary increase that is provided to~~
543 ~~A~~an employee ~~as compensation for who~~ performing a specific, titled administrative function shall
544 ~~be permitted under this agreement as an~~receive an Administrative Salary Stipend ~~of no less than~~
545 ~~\$5,000~~. At least 14 days ~~prior to before~~ the effective date of any Administrative Salary Stipend, the
546 University shall provide UFF a written notification of the stipend that states the name, rank and
547 discipline of the employee, the ~~stipend~~ amount ~~of the stipend~~, and the reason for the stipend. If all or
548 part of the stipend is later added to the employee's salary, the amount so converted shall be treated
549 as an Administrative Discretion Increase during the year in which the conversion takes place and
550 shall be subject to limitations of that section.

551
552 **23.1312 Salary Rate Calculation and Payment.** The biweekly salary rate of employees
553 serving on twelve month (calendar year) appointments shall be calculated by dividing the calendar
554 year salary rate by 26.1 pay periods.

555
556 **23.13. All payments shall be made in United States dollars, which is established in the United States**
557 **Constitution as the official currency of the United States and its insular territories.**