

**ARTICLE 23 [20176-20187]**  
*[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 912.0% 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;

(b3) Promotion salary increases shall be granted on August 8 following that promotion in an amount equal to 15.0% of the employee's salary as of August 7 in recognition of promotion to one of the ranks listed below:

To Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer, University Librarian; and Senior Instructional Designer.

**23.3 Legislatively Mandated Increases.**

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

**23.4 Other Increases.**

(a) Across-the Board Salary Increases. Effective ~~December 16~~August 8, 20176, for the 20176-20187 year, each eligible employee shall receive a ~~one-two and seven-tenths~~ percent (21.70%) increase to the employee's base salary. This increase ~~will~~shall be calculated using the employee's salary as of ~~December 16~~August 7, 20176. 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, 20176; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 20165-176 that meet the above qualifications and were not evaluated shall be provided with an evaluation for the period and shall be eligible for the increase.

(b) ~~One-time payment. In addition to the across-the board increases taking effect on December 16, 2016, all employees eligible for that increase shall receive a one-time payment of \$970 on December 16, 2016, or as soon as practicable thereafter.~~

(c) ~~Merit Salary Increases.~~ Effective ~~December 16~~August 8, 20176, for the 20176-20187 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 ~~742~~, 20176. 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.

48 Merit salary increases shall be provided to eligible employees in each department/unit who are in an  
 49 employment relationship with the University prior to May 7, 2017~~6~~; who remain in an in-unit  
 50 employment relationship at the date of implementation; and who meet the following criteria and  
 51 procedures.

52 (1) Eligibility. For the 2017~~6~~-2018~~7~~ year, an employee is eligible under this  
 53 Section if he or she received an *Above Satisfactory* or *Outstanding* on his or her most recent annual  
 54 evaluation, has had no break in service between May 7, 2017~~6~~ and the implementation date, and is  
 55 still employed in unit at the University on the contract ratification date ~~of BOT ratification~~.

56 (2) Distribution. ~~M~~The merit salary increases for eligible employees shall be  
 57 calculated as a percentage of their base salary. Such increases shall be distributed proportionately to  
 58 those employees whose most recent annual evaluations are *Above Satisfactory* or *Outstanding* in a  
 59 ratio of 1.0 for *Above Satisfactory* and 1.~~57~~ for *Outstanding*.

60 (dc) Equity Increases.

61 (1) Effective August 8, 2017, for the 2017-2018 year, the University shall  
 62 provide a one-time increase of \$5,000 to the base salary of each employee who has had no break in  
 63 service between May 7, 2011 and the implementation date; is still employed in unit at the  
 64 University on the contract ratification date; has never received an incentive award; and who has  
 65 received an *Above Satisfactory* or *Outstanding* on his or her last six annual evaluations.

66 (2) Effective ~~December-August 168,~~ 2017~~6~~, for the 2017~~6~~-2018~~7~~ year, the  
 67 University shall provide an amount equal to one-fifth of one percent (0.20%) of the total base  
 68 salary of all ~~E&G~~ employees as of August ~~712,~~ 2017~~6~~ to all regular, clinical, research, non-visiting  
 69 employees whose August ~~712,~~ 2017~~6~~, 1.0 FTE base salary was less than \$45,000 for those with a  
 70 Ph.D. or equivalent terminal degree, or less than \$42,000 for all others or whose 12-month salary  
 71 was less than \$60,000 for those with a Ph.D. or equivalent degree or less than \$56,000 for all others.  
 72 Equity increases shall be distributed proportionately to the difference between the employee's  
 73 August ~~712,~~ 2017~~6~~ salary and the thresholds above.

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

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

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

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

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

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

105 (d) ~~**Applications for Incentive Awards. Eligibility. All full-time, regular employees**~~  
106 ~~**shall be eligible for Incentive Award Programs in their fifth year of continuous service, and**~~  
107 ~~**beginning in the fifth academic year after receiving a particular Incentive Award (i.e., every five**~~  
108 ~~**years).**~~

109 (e) Deadlines.

110 (1) UCF-SoTL applications shall be due on the last Friday in January.

111 (2) UCF RIA applications shall be due on the second Friday in February.

112 (3) UCF TIP applications shall be due on the Friday following Spring Break.

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 evaluated in each year  
120 during that time period, the number of faculty in each category (Outstanding, Above Satisfactory,  
121 etc.) and the department methodology and criteria for evaluating the employee’s annual evaluation.

122 (4) A narrative limited to five pages that presents evidence of outstanding  
123 achievements within the award program. The narrative may contain relevant materials associated  
124 with an Annual Evaluation, as summarized in Article 10.1(d). Information may be summarized in  
125 tables and figures. Additional materials (e.g., published works, images of artwork, audio files of  
126 musical performances) may be referenced in the narrative and provided in appendices.~~Beginning~~  
127 ~~with the 2016-2017 awards, the Office of Faculty Excellence will initiate an electronic application~~  
128 ~~process.~~

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

130 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs  
131 shall be elected by and from the unit employees. The committees shall equitably represent the  
132 departments or units within them. Employees who plan to apply for a particular award in the current  
133 or immediately following cycle shall not be eligible to serve on the committee. A committee  
134 chairperson for each incentive award program shall be elected by and from the college/unit  
135 committee. The chairperson shall charge the committee that members shall only consider the merits  
136 of the application. No additional outside information or discussion of position, e.g., instructor vs.  
137 tenure track faculty, past awards, current salary, etc., may be considered. The committee shall  
138 review the award applications and shall submit a ranked list of recommended employees to the dean  
139 or dean’s representative. In ranking the applicants, committee members shall only consider the  
140 merits of the application. The committee shall not impose any numerical criteria or weightings

141 during the ranking process, and for completed applications, departures from the application  
142 specifications may 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 ~~will~~shall be equitably  
152 partitioned among the subcommittees. The subcommittees ~~will~~shall follow the ranking  
153 procedure outlined above to determine which applications they ~~will~~ recommend to the  
154 committee at-large. Then the committee at-large ~~will~~shall be convened to review the  
155 applications recommended by the subcommittees. The members of the committee at-large ~~will~~  
156 shall discuss the subcommittee recommendations and, finally, use the ranking procedure  
157 described above to rank the applications recommended by the subcommittees. In the event of  
158 ties, the ties ~~will~~shall be broken as 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 ~~will~~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 awards,  
171 the committee shall vote on just the tied candidates. The candidate with the most votes shall be  
172 ranked ahead of those with fewer votes. Voting shall continue using this procedure until all such ties  
173 are resolved.

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

185 (j) For purposes of TIP/RIA selection as stated above, "college" shall  
186 also include the group of employees whose primary assignment is in the College of Undergraduate  
187 Studies, the College of Graduate Studies, an institute or center. These employees shall be grouped

188 together for purposes of calculating the number of awards available for each award category. The  
189 college committee shall consist of a member from each of the units represented.  
190

191 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set forth  
192 below to recognize and promote employee excellence and productivity that respond to and support  
193 the mission of the University of Central Florida.

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

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

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

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

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

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

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

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

211 (c) **Excellence Awards**

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

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

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

224 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

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

231 (b) Nothing contained herein shall prevent employees whose salaries are funded by grant  
232 agencies from being allotted raises higher than those provided in this Agreement if such increases  
233 are provided by the granting agency.  
234

235 **23.8 Administrative Discretion Increases.** On September 1, ~~2016-2017~~ through August 31,  
236 ~~2017-2018~~, the University may provide Administrative Discretion Increases up to one and one-half  
237 percent (1.5%) of the total salary rate of Education and General (E&G) employees who were in an  
238 employment relationship with the University on May 7, 201~~7~~<sup>6</sup>. Any Administrative Discretion  
239 Increase provided to contract and grant (C&G) employees, any court-ordered or court-approved  
240 salary increase, any prevailing wage adjustment for the purpose of qualifying for immigration  
241 status, or any salary increase to settle a legitimate, broad-based employment dispute shall not be  
242 subject to the terms and limitations of this Section.

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

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

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

252 (d) The University's ability to provide Administrative Discretion Increases shall expire  
253 August 31, 201~~8~~<sup>7</sup>, and shall not become part of the status quo.

254

255 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to  
256 implementation.

257

258 **23.10 Type of Payment for Assigned Duties.**

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

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

265

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

279

280 **23.12 Administrative Salary Stipends.** A temporary salary increase that is provided to an  
281 employee as compensation for performing a specific, titled administrative function shall be

282 permitted under this agreement as an Administrative Salary Stipend. At least 14 days prior to the  
283 effective date of any Administrative Salary Stipend, the University shall provide UFF a written  
284 notification of the stipend which states the name of the employee, the rank and discipline of the  
285 employee, the amount of the stipend, and the reason for the stipend. If all or part of the stipend is  
286 later added to the employee's salary, the amount so converted shall be treated as an Administrative  
287 Discretion Increase during the year in which the conversion takes place and shall be subject to  
288 limitations of that section.

289  
290 **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on  
291 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary  
292 rate by 26.1 pay periods.