

ARTICLE 23 [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 9.12.0% 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) 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, 2017, for the 2017-2018 year, each eligible employee shall receive a ~~one~~ one and seven-ninths percent (~~21.70~~1.9%) increase to the employee's base salary. This increase ~~will~~shall be calculated using the employee's salary as of ~~December 16~~August 7, 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 2015-17 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 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, 2017, for the 2017-2018 year, the University shall provide merit salary increases to each department/unit equal to one ~~and~~ one-half percent (~~1.5~~1.5%) of the total base salary of employees in the department/unit as of August ~~7~~12, 2017. 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. ~~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 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 sufficient to
 68 increase the total base salary of all ~~E&G~~ employees as of August ~~7+2,~~ 2017~~6~~ to all regular, clinical,
 69 research, non-visiting employees whose August ~~7+2,~~ 2017~~6~~, 1.0 FTE base salary was less than
 70 \$45,000 for those with a Ph.D. or equivalent terminal degree, or less than \$42,000 for all others or
 71 whose 12-month salary was less than \$60,000 for those with a Ph.D. or equivalent degree or less
 72 than \$56,000 for all others. Equity increases shall be distributed proportionately to the difference
 73 between the employee's August ~~7+2,~~ 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~~ employees.

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 ~~employee~~ contributions to UCF's key goals of offering the best undergraduate education available
 92 in Florida and achieving international prominence in key programs of graduate study. Employees
 93 applying for 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 TIP applications shall be due at 5:00 p.m. on December 21, 2017.

111 (2) UCF RIA applications shall be due at 5:00 p.m. on February 8, 2018.

112 (3) UCF-SoTL applications shall be due at 5:00 p.m. on March 8, 2018.

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.~~Beginning~~
128 ~~with the 2016-2017 awards, the Office of Faculty Excellence will initiate an electronic application~~
129 ~~process.~~

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

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

141 merits of the application. The committee shall not impose any numerical criteria or weightings
142 during the ranking process, and for completed applications, departures from the application
143 specifications may impact but shall not disqualify an application.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

213 (c) Excellence Awards

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

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

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

225
226 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

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

233 (b) Nothing contained herein shall prevent employees whose salaries are funded by grant
234 agencies from being allotted raises higher than those provided in this Agreement if such increases
235 are provided by the granting agency.
236

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

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

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

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

254 (d) The University's ability to provide Administrative Discretion Increases shall expire
255 August 31, 201~~8~~⁷, and shall not become part of the status quo.
256

257 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to
258 implementation.
259

260 **23.10 Type of Payment for Assigned Duties.**

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

264 (b) Duties and responsibilities assigned by the University to an employee that are in
265 addition to the available established FTE for the position shall be compensated through OPS wages,
266 not salary.
267

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

279 constant across the 24 pay periods. Pay received for supplemental summer assignments shall be
280 unaffected by this plan. This pay plan is subject to tax limitations.

281
282 **23.12 Administrative Salary Stipends.** ~~A temporary salary increase that is provided to An~~
283 ~~employee as compensation for who performs~~ing a specific, titled administrative function shall ~~be~~
284 ~~permitted under this agreement as an~~receive an Administrative Salary Stipend ~~of no less than~~
285 ~~\$5,000~~. At least 14 days ~~prior to~~before the effective date of any Administrative Salary Stipend, the
286 University shall provide UFF a written notification of the stipend ~~which that~~ states the name, ~~rank~~
287 ~~and discipline~~ of the employee, ~~the rank and discipline of the employee,~~ the stipend amount ~~of the~~
288 ~~stipend~~, and the reason for the stipend. If all or part of the stipend is later added to the employee's
289 salary, the amount so converted shall be treated as an Administrative Discretion Increase during the
290 year in which the conversion takes place and shall be subject to limitations of that section.

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