

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

**23.1 Policy.** The parties ~~of this Agreement~~ recognize ~~the importance of that providing~~ appropriate compensation ~~as an~~ essential ~~component in the for~~ deliver~~ing~~ of quality higher education programs and ~~quality~~ scholarship that is recognized nationally and internationally. ~~To that end, the parties are committed to working toward the common goals of the University of Central Florida.~~ This policy statement is not subject to Article 20, Grievance Procedure.

**23.2 Promotion Increases.**

(a) Promotion salary increases shall be granted on August 8 following that promotion in an amount equal to ~~9.12~~10.0% 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;
- (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 2016. Any such increases shall be implemented as soon as practicable.~~

**23.4 Other Increases.**

(a) Across-the Board Salary Increases. Effective ~~December 16~~November 17, 2017, for the 2017-2018 year, each eligible employee shall receive a ~~one~~ two and six-tenths percent (2.6%) increase to the employee's base salary. This increase ~~will~~ shall be calculated using the employee's salary as of ~~December 16~~November 17, 2017. An employee shall be eligible if the employee's most recent annual evaluation, if provided, was Satisfactory or above; the employee was in an employment relationship with the University prior to May 7, 2017; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 2016-2017 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~~November 17, 2017, all employees eligible for that increase shall receive a one-time payment of ~~\$970-\$610~~ on December 16, 2017, or as soon as practicable thereafter.

(c) Merit Salary Increases. 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

47 employment relationship at the date of implementation; and who meet the following criteria and  
48 procedures:

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

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

57 (dc) Equity Increases.

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

63 (2) Effective December 16, 2016, for the 2016-2017 year, the University shall provide  
64 an amount equal to one-fifth of one percent (0.20%) of the total base salary of all E&G employees  
65 as of August 12, 2016 to all regular, clinical, research, non-visiting employees whose August 12,  
66 2016, 1.0 FTE base salary was less than \$45,000 for those with a Ph.D. or equivalent terminal  
67 degree, or less than \$42,000 for all others or whose 12-month salary was less than \$60,000 for those  
68 with a Ph.D. or equivalent degree or less than \$56,000 for all others. Equity increases shall be  
69 distributed proportionately to the difference between the employee's August 12, 2016 salary and the  
70 thresholds above

71 Effective November 17, 2017 for the 2017-2018 year, the University shall provide a pool of  
72 up to two hundred and fifty thousand dollars (\$250,000). Equity increases shall be distributed  
73 proportionately to the difference between the employee's August 11, 2017 salary and the thresholds  
74 below. The increase ~~would~~ shall be available to employees who were in an employment relationship  
75 (not OPS) with the University prior to May 7, 2017; who remain in an in-unit employment  
76 relationship at the date of implementation, and that also meet the following eligibility requirements:  
77 regular, clinical, research, non-visiting E&G **and AUX** employees whose August 11, 2017 1.0 FTE  
78 base salary also meets one of the following qualifications:

79 (1) 9-month salary:

80 a. is less than \$45,000 and who holds Ph.D. or equivalent terminal degree

81 b. is less than \$42,000 for all other employees

82 (2) 12-month salary:

83 a. is less than \$60,000 and who holds Ph.D. or equivalent terminal degree

84 **b.** is less than \$56,000 for all other employees

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

87  
88 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote  
89 employee excellence and productivity that respond to and support the mission of the University of  
90 Central Florida, including its strategic initiatives and five key goals. ~~The provost or his or her~~  
91 ~~designee shall give final approval for awards to successful faculty employees.~~

92 Effective August 8, 2017, for the 2017-2018 year, Each year, the University shall make  
93 available to eligible employees ~~120-110~~ Incentive Awards. The awards shall be distributed ~~in the~~

94 ~~next award cycle after ratification of this document~~ as set forth in Paragraphs (a) through (f) below.  
95 Regardless of ~~the~~ contract length (9 months through 12 months), award recipients shall receive a  
96 one-time award of \$5,000 as soon as practicable and a \$5,000 increase to their salary effective at the  
97 beginning of the succeeding academic year. Employees on visiting and other temporary  
98 appointments are not eligible for incentive awards.

99 (a) **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program (“UCF-  
100 TIP”) rewards teaching productivity and excellence. Each academic year the University shall make  
101 available ~~up to~~ fifty ~~five~~ UCF-TIP awards to employees. The UCF-TIP award recognizes ~~faculty~~  
102 ~~employee~~ contributions to UCF’s key goals of offering the best undergraduate education available  
103 in Florida and achieving international prominence in key programs of graduate study. ~~Employees~~  
104 ~~applying for TIPs must meet current productivity criteria.~~

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

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

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

120 (e) Deadlines.

121 (1) UCF TIP applications shall be due at 5:00 p.m. on the third Friday of January.

122 (2) UCF RIA applications shall be due at 5:00 p.m. on the first Friday of February.

123 (3) UCF-SoTL applications shall be due at 5:00 p.m. on the first Friday of March.

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

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

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

129 (3) The annual Chair’s Evaluation or equivalent for the time period represented in  
130 the application. The Department Chair shall provide the number of ~~faculty~~~~employees~~ evaluated in  
131 each year during that time period, the number of ~~faculty~~~~employees~~ in each category (Outstanding,  
132 Above Satisfactory, etc.) and the department methodology and criteria for evaluating the  
133 employee’s annual evaluation.

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

(eg) **Incentive Award Selection.**

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

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

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

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

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

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

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

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

(h) The committee chair ~~will~~ ~~shall~~ transmit this ranked list to the dean or dean's representative, or unit head who approves the awards. If the selection committee awards

188 fewer than the number of awards available or if the dean or unit head does not approve an award  
189 from the list submitted by the selection committee, then the award(s) shall be retained in the same  
190 college or unit for one additional cycle before it is returned to the overall pool for apportionment.

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

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

203  
204 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set forth  
205 below to recognize and promote employee excellence and productivity that respond to and support  
206 the mission of the University of Central Florida.

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

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

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

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

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

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

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

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

224 (c) Excellence Awards

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

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



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

### 237 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

247  
248 **23.8 Administrative Discretion Increases.** On September 1, ~~2016-2017~~ through August 31,  
249 ~~2017-2018~~, the University may provide Administrative Discretion Increases up to one and one-half  
250 percent (1.5%) of the total salary rate of Education and General (E&G) employees who were in an  
251 employment relationship with the University on May 7, 201~~7~~<sup>6</sup>. Any Administrative Discretion  
252 Increase provided to contract and grant (C&G) employees, any court-ordered or court-approved  
253 salary increase, any prevailing wage adjustment for the purpose of qualifying for immigration  
254 status, or any salary increase to settle a legitimate, broad-based employment dispute shall not be  
255 subject to the terms and limitations of this Section.

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

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

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

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

267  
268 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to  
269 implementation.

### 270 **23.10 Type of Payment for Assigned Duties.**

271  
272 (a) Duties and responsibilities assigned by the University to an employee that do not  
273 exceed the available established FTE for the position shall be compensated through the payment of  
274 salary, not Other Personal Services (OPS) wages.

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

278  
279 **23.11 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for  
280 9-month employees shall be offered each year during an annual open enrollment period from April

281 1 to June 30. If chosen by the employee, this payment option shall become effective for one year  
282 starting with the first full pay period beginning after August 8. The plan shall allow for employees  
283 to select a fixed savings amount to be deducted from each of the nineteen full bi-weekly paychecks  
284 received during the Fall and Spring semesters with a change in that amount to account for those  
285 paychecks from which double premiums are deducted. The total savings shall be returned to the  
286 employee in equal amounts for the five full bi-weekly paychecks received during the Summer  
287 semester. The University shall provide an online calculator and assistance as reasonable, taking into  
288 account time and resources, to assist the employee in determining a savings amount and fixed  
289 reduction amount that ~~will~~ allow the employee's net paychecks to remain approximately ~~level~~  
290 constant across the 24 pay periods. Pay received for supplemental summer assignments shall be  
291 unaffected by this plan. This pay plan is subject to tax limitations.

292  
293 **23.12 Administrative Salary Stipends.** ~~A temporary salary increase that is provided to An~~  
294 ~~employee as compensation for who performs~~ a specific, titled administrative function shall ~~be~~  
295 ~~permitted under this agreement as an~~ receive an Administrative Salary Stipend ~~of no less than~~  
296 ~~\$5,000~~. At least 14 days ~~prior to~~ before the effective date of any Administrative Salary Stipend, the  
297 University shall provide UFF a written notification of the stipend ~~which that~~ states the name, ~~rank~~  
298 ~~and discipline~~ of the employee, ~~the rank and discipline of the employee,~~ the ~~stipend~~ amount ~~of the~~  
299 ~~stipend~~, and the reason for the stipend. If all or part of the stipend is later added to the employee's  
300 salary, the amount so converted shall be treated as an Administrative Discretion Increase during the  
301 year in which the conversion takes place and shall be subject to limitations of that section.

302  
303 **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on  
304 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary  
305 rate by 26.1 pay periods.