

ARTICLE 23 [2018-2019]
[supersedes earlier versions]
SALARIES

23.1 Promotion Increases.

(a) Promotion salary increases shall be granted on August 8 following that promotion in an amount equal to 9.0% of the employee's salary as of August 7 in recognition of promotion to one of the ranks listed below:

(1) To Assistant in _____, and Assistant University Librarian;

(2) To Associate Professor, Associate Instructor, Associate Lecturer, Associate Scholar/Scientist/Engineer, Associate in _____, Associate Instructional Designer, and Associate University Librarian;

(b) Following ratification of this document, future promotion salary increases shall be granted on August 8 following that promotion in an amount equal to 10.0% of the employee's salary as of August 7 in recognition of promotion to one of the ranks listed below:

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

23.2 Legislatively Mandated Increases.

(a) Any legislatively mandated increases shall be implemented as soon as practicable.

23.3 Other Increases.

(a) ~~Across-the Board Salary Increases. Effective March 23, 2018November 16, 2018, for the 2018-20197-2018 year, each eligible employee shall receive a one and a half~~two and one quarter~~ percent (1.52-25%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of the close of business on ~~March 23~~November 15, 2018 (pay date 12/7). 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~~2018; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in ~~2016-17~~2017-18 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 March 23, 2018, all employees eligible for that increase shall receive a one-time payment of \$1500 on March 16, 2018. There is no one-time payment for the 2018-19 cycle.~~

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

~~(d) Equity Salary Increases. Effective March 23, 2018, for the 2017-2018 year, the University shall provide a one-time equity salary increase 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 11, 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 11, 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~~

~~(2) 12-month salary:~~

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

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

51 **23.4 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote
 52 employee excellence and productivity that respond to and support the mission of the University of Central
 53 Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give
 54 final approval for awards to successful faculty.

55 Each year, the University shall make available to eligible employees 115 Incentive Awards. The
 56 awards shall be distributed to awardees in the next award cycle after ratification of this document as set
 57 forth in Paragraphs (a) through (f) below. Regardless of contract length (9 months through 12 months),
 58 award recipients shall receive a one-time award of \$5,000 as soon as practicable and a \$5,000 increase to
 59 their salary effective at the beginning of the succeeding academic year. Employees on visiting and other
 60 temporary appointments are not eligible for incentive awards. Employees on non-E&G funding will be
 61 eligible for the increase depending on availability of funds.

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

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

74 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs recognize discovery,
 75 reflection, and using evidence-based methods to research effective teaching and student learning. While
 76 the implementation of SoTL outcomes may result in teaching excellence and increased teaching
 77 effectiveness, this award recognizes scholarly efforts beyond teaching excellence. ~~For academic year~~
 78 ~~2016-2017,~~ The University shall make available up to five (5) SoTL awards.

79 (d) **Applications for Incentive Awards.** Applications shall be completed on-line. These
 80 awards shall be made according to the criteria or procedures listed on the Faculty Excellence website. A
 81 committee will be formed ~~each~~ ~~in~~ May ~~2018~~ to review and approve relevant criteria and procedures on the
 82 Faculty Excellence website for accuracy and compliance with the CBA. The University and the UFF shall
 83 have equal representation on this committee, which shall conclude their work no later than August 31 ~~of~~
 84 ~~each year, 2018.~~

85 (e) **Incentive Award Selection.**

86 (1) **TIPs/RIAs.** College or unit committees for the TIP and RIA award programs
 87 shall be elected by and from the unit employees. The committees shall equitably represent the
 88 departments or units within them. Employees who plan to apply for a particular award in the current or
 89 immediately following cycle shall not be eligible to serve on the committee. A committee chairperson for
 90 each incentive award program shall be elected by and from the college/unit committee. The chairperson
 91 shall charge the committee that members shall only consider the merits of the application. No additional
 92 outside information or discussion of position, e.g., instructor vs. tenure track employee, past awards,
 93 current salary, etc., may be considered, nor may additional criteria be used. The committee shall review
 94 the award applications and shall submit a ranked list of recommended employees to the dean or dean’s
 95 representative. In ranking the applicants, committee members shall only consider the merits of the
 96 application. ~~The committee shall not impose any numerical criteria or weightings during the ranking~~
 97 ~~process, and for completed applications, departures from the application specifications may impact but~~
 98 ~~shall not disqualify an application.~~

99 (a) Each committee member shall review all applications and transmit a
 100 preliminary ranking to the committee chair. Committee members may rank as many applicants as they
 101 deem merit the award, with the highest rank (~~#1~~) given to the top candidate (~~i.e., the highest rank equals~~

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

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

114 ~~(e1) — The committee chair shall convene the committee and review~~
 115 ~~their initial rankings. Discussion shall be limited to information contained in the application and~~
 116 ~~may focus on applicants with a large variance in rankings, to try to identify the cause of and~~
 117 ~~reduce disparate rankings.~~

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

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

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

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

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

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

139
 140 **23.5 Excellence Awards.** The University shall implement the merit-based bonuses set forth below to
 141 recognize and promote employee excellence and productivity that respond to and support the mission of
 142 the University of Central Florida.

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

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

151 (2) Each academic year, the University may shall award ~~up to eight~~ Trustee Chair
 152 Professorships.

153 (3) The eligibility criteria for an applicant is holding the rank of tenured professor;
 154 the applicant must be recognized as a “foremost scholar” in his or her chosen area of expertise, meaning
 155 known as a preeminent scholar in his or her discipline; and have a positive impact to other scholars at
 156 UCF. Applications will be reviewed by a committee consisting of one Trustee Chair, one Pegasus
 157 Professor, the Chair of the Faculty Senate, and the Vice Provost for Faculty Excellence. An employee
 158 who holds the rank of full professor shall be appointed by the UCF-UFF Chapter President to serve as an
 159 ex officio member of the committee, and shall not have a voting role except in the case of breaking any
 160 tie votes. The President and Provost or designee will make the final appointment.

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

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

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

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

170 (c) Excellence Awards. All full-time employees in the appropriate discipline with at least
 171 three years of continuous non-visiting, non-OPS service at UCF immediately prior to the current year are
 172 eligible, ~~except for-~~ ~~E~~employees who have received a college or university excellence award in the past
 173 three academic years in the category for which they are applying ~~are not eligible~~. For some Excellence
 174 awards, additional eligibility criteria are specified below. Award recipients shall receive a one-time
 175 payment of \$2,000. Each academic year, the University shall award Excellence in Undergraduate
 176 Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in
 177 Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two University
 178 Awards for Excellence in Faculty Academic Advising, one University Award for Excellence in
 179 Professional Academic Advising, Excellence in Research awards, one University Distinguished Research
 180 award, two University Awards for Excellence in Professional Service, one Excellence in Librarianship
 181 award, ~~one Excellence in English Language Institute Instruction~~ and one Excellence in Instructional
 182 Design award.

183 (1) Excellence in Undergraduate Teaching awards.

184 a. Eligibility. Employees must be assigned to teach at least two undergraduate
 185 courses in the current academic year and to have taught at least six undergraduate courses over the
 186 preceding three academic years.

187 b. The criteria for evaluation applicants’ files shall include three major
 188 categories:

- 189 1. Innovations to improve undergraduate teaching;
- 190 2. Undergraduate teaching accomplishments/honors;
- 191 3. Evidence of impact on undergraduate teaching.

192 (2) Excellence in Graduate Teaching Awards.

193 a. Eligibility. Employees must have contributed significantly to graduate
 194 education, including substantial teaching of graduate courses (including thesis and dissertation courses)
 195 over the current academic year and the three preceding academic years.

196 b. The criteria for evaluating applicants’ files shall include three major
 197 categories:

- 198 1. Innovations to improve graduate teaching;
- 199 2. Graduate Teaching Accomplishments/honors;
- 200 3. Evidence of impact on graduate teaching.

201 (3) Excellence in Research Awards

202 a. Eligibility. Employees must have an assignment of at least 0.10 FTE in
 203 research over each of the three immediately preceding years and the current year at UCF.

- 204 b. The criteria for evaluating applicants' files shall include three major categories.
 205 1 cumulative value and impact of research efforts at UCF within the
 206 discipline and to society;
 207 2. Recognition of research impact by the individual's peers in the same or
 208 in related disciplines;
 209 3. Publication/dissemination and presentation of research results.
 210 (4) Excellence in Faculty Academic Advising.
 211 a. Eligibility. All employees who currently advise and who have advised
 212 undergraduate students over the preceding three academic years are eligible.
 213 b. The criteria for evaluating applicants' files shall include three major
 214 categories:
 215 1. Evidence of extra effort to improve advising;
 216 2. Evidence that students have been sensitively and appropriately
 217 informed and guided concerning career choices and academic opportunities;
 218 3. Evidence that the nominee serves as a role model in the pursuit of
 219 learning.
 220 (5) University Award for Excellence in Professional Academic Advising.
 221 a. Eligibility. Employees who have a current full-time assignment and full-time
 222 experience for the preceding three years at UCF in an academic advising unit within a college, regional
 223 campus, institute, center or the Division of Student Development and Enrollment Services are eligible.
 224 Employees with regular teaching assignments are eligible for other advising awards and are not eligible
 225 for the Professional Academic Advising.
 226 b. The criteria for evaluating applicants' file shall include three major categories:
 227 1. Evidence of success in retaining students;
 228 2. Evidence of guiding students to timely completion of their degrees;
 229 3. Creating a caring and supportive environment, and helping students
 230 realize their potential.
 231 (6) University Awards for Excellence in Professional Service.
 232 a. Eligibility. Employees who are assigned an FTE of 0.10 for professional
 233 service duties over the current year and for each of the three preceding academic years are eligible.
 234 b. The criteria for evaluating applicants' files shall include three major
 235 categories:
 236 1. Evidence of effectiveness in service to the university by highlighting
 237 leadership contributions;
 238 2. Evidence of significant accomplishment in professional organizations
 239 in the nominee's discipline;
 240 3. Evidence of recognition for outreach activities, service, and leadership
 241 contributions to community organizations.
 242 (7) Excellence in Librarianship.
 243 a. Eligibility. Employees who have served at UCF as a librarian on a permanent
 244 line for the current year and at least the three years immediately preceding the current year are eligible.
 245 b. The criteria for evaluating applicant's files shall include two major categories:
 246 1. Evidence of extra effort to improve library services and collections;
 247 2. Evidence of a sustained period of excellence in the library profession.
 248 (8) Excellence in Instructional Design
 249 a. Eligibility. Must be an instructional designer on a non-visiting, non-OPS 12-
 250 month contract at the time of nomination and over the three preceding academic years.
 251 b. The criteria for evaluating applicant's files shall include two major categories:
 252 1. Innovative contributions to UCF and/or the ID field;
 253 2. Evidence of outstanding effort to promote quality of online instruction
 254 and improve relationships with faculty members at UCF.

255 ~~(9) — Excellence in English Language Institute Instruction.~~
 256 ~~a. Eligibility. Must have a full-time, non-visiting, non-OPS appointment at ELI~~
 257 ~~for the current academic year and for the three preceding academic years.~~
 258 ~~b. The criteria for evaluating applicant’s files shall include three major~~
 259 ~~categories:~~
 260 ~~1. Evidence of innovative contributions to UCF or the ELI field;~~
 261 ~~2. Evidence of extra effort to improve ELI success;~~
 262 ~~3. Evidence of a sustained period of excellence in ELI.~~
 263 ~~(10) — Recommendations for these awards are made by various~~
 264 ~~committees and are ultimately determined by the president or designee.~~

266 **23.6 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

277 **23.7 Administrative Discretion Increases.** ~~From September 1, 2017 through August 31, 2018,~~

278 ~~¶~~The University may provide Administrative Discretion Increases up to one and one-half percent (1.5%)
 279 of the total salary rate of employees who were in an employment relationship with the University on May
 280 7, ~~2017~~2018. Any Administrative Discretion Increase provided to contract and grant (C&G) employees,
 281 any court-ordered or court-approved salary increase, any prevailing wage adjustment for the purpose of
 282 qualifying for immigration status, or any salary increase to settle a legitimate, broad-based employment
 283 dispute shall not be subject to the terms and limitations of this Section.

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

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

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

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

296 **23.8 Report to Employees.** All employees shall receive notice of their salary increases prior to
 297 implementation.

299 **23.9 Type of Payment for Assigned Duties.**

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

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

305 23.10 Payment for Overload Appointments. Overload compensation is defined as compensation
 306 for any instructional duties (e.g. teaching an additional course, workshops, a continuing education class,
 307 etc.) in excess of a full appointment (1.0 FTE). Available overload compensation appointments within the
 308 University shall be offered equitably and as appropriate to qualified employees in sufficient time to allow
 309 voluntary acceptance or rejection. Compensation for overload appointments shall be no less than the
 310 adjunct rate for the employee's department, unit, or college. Courses of greater or fewer than three credit
 311 hours shall be prorated.

312 ~~(a) — An employee's overload compensation for teaching a three credit hour course in a~~
 313 ~~premium tuition program shall be eleven and one half percent (11.5%) of the mean academic year salary~~
 314 ~~of the tenured and tenure earning employees in the employee's department/unit.~~

315 ~~(1) — If the employee's department/unit does not offer tenure, the compensation for a~~
 316 ~~three credit hour course shall be eleven and one half percent (11.5%) of the mean 9 month salary of the~~
 317 ~~faculty pay plan employees in the department/unit.~~

318 ~~(2) — The calculation of mean salary shall be as follows. For a course that begins~~
 319 ~~during the fall, spring, or subsequent summer of an academic year, compensation shall be based on the~~
 320 ~~employees in the unit and their salary rates as of January 1st of the previous academic year. Any 12-~~
 321 ~~month employee salaries will be multiplied by 81.82 percent to obtain an academic year salary.~~

322 ~~(b) — Compensation for overload appointments for instruction other than those described in~~
 323 ~~8.7(a) shall be no less than the adjunct rate for the employee's department, unit, or college.~~

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 325
 326
 327 **23.101 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for 9-
 328 month employees shall be offered each year during an annual open enrollment period from April 1 to
 329 June 30. If chosen by the employee, this payment option shall become effective for one year starting with
 330 the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed
 331 savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the
 332 Fall and Spring semesters with a change in that amount to account for those paychecks from which
 333 double premiums are deducted. The total savings shall be returned to the employee in equal amounts for
 334 the five full bi-weekly paychecks received during the Summer. The University shall provide an online
 335 calculator to assist the employee in determining a savings amount and fixed reduction amount that will
 336 allow the employee's net paychecks to remain approximately constant. Pay received for supplemental
 337 summer assignments shall be unaffected by this plan. This pay plan is subject to tax limitations.

338
 339 **23.112 Administrative Salary Stipends.** A temporary salary increase that is provided to an employee
 340 as compensation for performing a specific, titled administrative function shall be permitted under this
 341 agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of any
 342 Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend
 343 which states the name of the employee, the rank and discipline of the employee, the amount of the
 344 stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's salary,
 345 the amount so converted shall be treated as an Administrative Discretion Increase during the year in
 346 which the conversion takes place and shall be subject to limitations of that section.

347
 348 **23.123 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
 349 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary rate
 350 by 26.1 pay periods.

351
 352 **23.134 Compensation currency.** The university receives its budget and disburses monies in U.S.
 353 dollars.