

## ARTICLE 23

## SALARIES

## 23.1 Promotion Increases.

(a) Promotion salary increases shall be granted on August ~~6~~<sup>8</sup> following that promotion in an amount equal to ~~9~~<sup>10</sup>.0% of the employee's salary as of August ~~5~~<sup>7</sup> 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:~~

~~(3) 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~~<sup>August 6</sup>~~September 14,~~ 2018, for the 201~~8~~<sup>7</sup>-201~~9~~<sup>8</sup> year, each eligible employee shall receive a ~~two and one quarter~~<sup>three</sup>~~two~~<sup>two</sup> percent (~~2.25~~<sup>2.0</sup>%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of ~~March 23~~<sup>August 6</sup>, 2018. An employee shall be eligible if the employee's most recent annual evaluation, if provided, was Satisfactory or above; the employee was in an employment relationship (not OPS) with the University prior to May ~~7~~<sup>6</sup>, 201~~7~~<sup>8</sup>; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 201~~6~~<sup>7</sup>-17-~~8~~ 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. One-time payment. In addition to the across-the board increases taking effect on September 14, 2018, all employees eligible for that increase shall receive a one-time payment equal to twice the pro-rated across-the-board salary increase from August 6 – September 14, 2018.~~

~~(c) Merit Salary Increases. No merit salary increases will be distributed this cycle.~~ Merit Salary Increases. Effective ~~August~~<sup>September 6</sup>~~14,~~ 2018, for the 2018-2019 year, the University shall provide merit salary increases to each department/unit equal to two ~~and one half~~<sup>and one-half</sup> percent (~~2.0~~<sup>5.0</sup>%) of the total base salary of employees in the department/unit as of August 6, 2018. 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 6, 2018; who remain in an inunit

46 employment relationship at the date of implementation; and who meet the following criteria and  
 47 procedures.

48 (1) Eligibility. For the 2018-2019 year, an employee is eligible under this Section  
 49 if they received an Above Satisfactory or Outstanding on their most recent annual  
 50 evaluation, has had no break in service between May 6, 2018 and the implementation  
 51 date, and is still employed in unit at the University on the date of BOT ratification.

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

57 (ed) Equity Salary Increases. Effective ~~March 23~~ **August 6** ~~September 14~~, 2018, for the  
 58 2018~~7~~-2018~~9~~ year, the University shall provide a one-time equity salary increase to all ~~regular,~~  
 59 ~~clinical, research, and non-visiting E&G funded~~ employees as follows. Equity increases shall  
 60 be distributed equal to the difference between the employee's August ~~511~~, 2017~~8~~ salary and the  
 61 thresholds below. The increase shall be available to employees who were in an employment  
 62 relationship (not OPS) with the University prior to May ~~67~~, 2017~~8~~; who remain in an in-unit  
 63 employment relationship at the date of implementation, and whose August ~~511~~, 2017~~8~~ 1.0 FTE  
 64 base salary also meets one of the following qualifications:

65 (1) 9-month salary:

66 a. is less than \$45,000 and who holds a Ph.D. or equivalent terminal  
 67 degree in a field related to the employee's assignment.

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

69 (2) 12-month salary:

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

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

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 74 23.4 Annual Incentive Award Programs. Incentive Award Programs recognize and promote  
 75 employee excellence and productivity that respond to and support the mission of the University  
 76 of Central Florida, including its strategic initiatives and ~~five~~ key goals. The provost or ~~his or~~  
 77 ~~her~~their designee shall give final approval for awards to successful faculty.

78  
 79 Each year, the University shall make available to eligible employees ~~12015~~ Incentive Awards.  
 80 The awards shall be distributed to awardees in the next award cycle after ratification of this  
 81 document as set forth in Paragraphs (a) through (f) below. Regardless of contract length (9  
 82 months through 12 months), award recipients shall receive a one-time award of \$5,000 as soon  
 83 as practicable and a \$5,000 increase to their salary effective at the beginning of the succeeding  
 84 academic year. Employees on visiting and other temporary appointments are not eligible for  
 85 incentive awards. Employees on non-E&G funding will be eligible for the increase depending on  
 86 availability of funds.

87 (a) Incentive Award Eligibility.

88 (1) All ~~employees must be on a full time, 9- or 12-month tenured or tenure track~~  
 89 ~~appointment with the rank of professor, associate professor, or assistant professor; or be a~~  
 90 ~~full-time 9- or 12-month employee who is appointed to a rank which is equivalent to~~  
 91 ~~professor, associate professor, or assistant professor; or be on a full-time appointment as~~

~~an instructor, associate instructor, senior instructor lecturer, associate lecturer, or senior lecturer; or be under a multi-year non-tenure-track appointment.~~

~~(2) Employees on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.~~

~~(3) Employees who have won an incentive award in the previous five (5) years, may not apply for the same award. Employees shall still be eligible for other incentive awards that they have not won.~~

~~(4) No employee shall be deemed ineligible due to medical, parental, or sabbatical leaves, as defined in Article 17 and Article 22 of this collective bargaining agreement.~~

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

(1) Application Material. The following documentation and supporting materials must accompany each UCF-TIP award application. Parenthetical clauses identify the manner in which the material will be submitted and the length, if applicable.

(a) Teaching and Learning Philosophy Statement (Text Box - 500 words or less)

(b) Summary of Instructional Activities (Text Box - 300 words or less)

(c) Impact of Instruction, Including Evidence of Student Learning (Text Box - 300 words or less)

(d) current curriculum vitae (PDF upload)

(e) annual assignments for past four years. (PDF upload) The first page of this file should be a one page summary table that lists annual assignments by year for all categories for which you had assigned duties (e.g., teaching, research, service).

(f) annual evaluations for past four years. (PDF upload) The first page of this file should be a table that provides, by year, each category evaluation assessment (e.g., outstanding, above satisfactory, etc.).

(g) list of all courses taught in the past four years (PDF upload)

(h) Additional supporting documentation (up to three PDF uploads).

Applicants may attach materials to support their application. Examples include course syllabi, teaching tools, documentation of teaching awards and recognition, and documentation of grants related to teaching. Examples should be from the last four (4) years and selected to provide evidence of quality rather than quantity. Should supporting materials be included in the application, include (as appropriate) a table of contents, section cover pages and other organizational features to clearly delineate the materials and assist the reviewer in understanding its value in relation to the application.

~~(c)~~ UCF-Research Incentive Award Program. The UCF-Research Incentive Award (“UCF-RIA”) program recognizes outstanding research, scholarly, or creative activity that advances the body of knowledge in a particular field, including interdisciplinary research and collaborations. Each academic year the University shall make available up to fifty-five UCF-RIA

138 awards to eligible employees. The UCF-RIA award recognizes employee contributions to UCF's  
139 key goal of achieving international prominence in research and creative activities.

140 (1) Application Material. The following documentation and supporting materials  
141 must accompany each UCF-RIA award application. Parenthetical clauses identify the  
142 manner in which the material will be submitted and the length, if applicable.

143 (a) Description of primary research area (Text box entry, 100 words or  
144 less)

145 (b) Description of secondary research area (Text box, 100 words). If you  
146 do not have a secondary research area, applicants will not be penalized for  
147 entering N/A.

148 (c) Description of achievements and recognition (text box, 500 words).  
149 Describe the research or creative achievements, including dates for these  
150 activities, discuss such things as any new discoveries, major contributions to the  
151 field, creativeness, originality, significant breakthroughs, and so on.

152 (d) current curriculum vitae (PDF upload)

153 (e) annual assignments for past four years. (PDF upload) The first page of  
154 this file should be a one page summary table that lists annual assignments by year  
155 for all categories for which you had assigned duties (e.g., teaching, research,  
156 service).

157 (f) annual evaluations for past four years. (PDF upload) The first page of  
158 this file should be a table that provides, by year, each category evaluation  
159 assessment (e.g., outstanding, above satisfactory, etc.).

160 (g) supporting materials (up to 3 PDF uploads). Candidates may attach, or  
161 include, a maximum of three examples of their work. Examples should be from  
162 the last five years and selected to provide evidence of quality rather than quantity.  
163 Examples include awards, book reviews, etc.

164 (de) Scholarship of Teaching and Learning Awards (SoTLs). SoTLs recognize  
165 discovery, reflection, and using evidence-based methods to research effective teaching and  
166 student learning at the university level. While the implementation of SoTL outcomes may result  
167 in teaching excellence and increased teaching effectiveness, this award recognizes scholarly  
168 efforts beyond teaching excellence. ~~TBeginning academic year 2017-18, the University shall~~  
169 make available up to ~~five-ten (10)~~ SoTL awards.

170 \_\_\_\_\_  
171 (1) Application Material. The following documentation and supporting materials  
172 must accompany each SoTL award application. Parenthetical clauses identify the manner  
173 in which the material will be submitted and the length, if applicable.

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175 (d) Incentive Award Application Submission Process. award applications are  
176 submitted electronically via myUCF. ~~Applications for Incentive Awards. Applications shall be~~  
177 completed on-line. These awards shall be made according to the criteria or procedures listed on  
178 the Faculty Excellence website. A committee will be formed in May 2018 to review and approve  
179 relevant criteria and procedures on the Faculty Excellence website for accuracy and compliance  
180 with the CBA. The University and the UFF shall have equal representation on this committee,  
181 which shall conclude their work no later than August 31, 2018.

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183 (e) Incentive Award Selection.

184 (1) ~~TIPs/RIAs~~. College or unit committees for the UCF-TIP and UCF-RIA award  
185 programs shall be elected by and from the unit employees. The committees shall  
186 equitably represent the departments or units within them. The SoTL award committee  
187 shall consist of an employee elected ~~faculty member~~ from each college. ~~The elected~~  
188 employee should have demonstrated accomplishments in the area of scholarship of  
189 teaching and learning. Employees who plan to apply for a particular award in the current  
190 or immediately following cycle shall not be eligible to serve on the committee. Each  
191 committee shall elect one member from the committee to serve as chairperson of the A  
192 committee chairperson for each incentive award program shall be elected by and from the  
193 college/unit committee. The chairperson shall charge the committee that members shall  
194 only consider the merits of the application. No additional outside information or  
195 discussion of position, e.g., instructor vs. tenure track employee, past awards, current  
196 salary, etc., may be considered, nor may additional criteria be used. The committee shall  
197 review the award applications and shall submit a ranked list of recommended employees  
198 to the dean or dean's representative. In ranking the applicants, committee members shall  
199 only consider the merits of the application. The committee shall not impose any  
200 numerical criteria or weightings during the ranking process, and for completed  
201 applications, departures from the application specifications may impact but shall not  
202 disqualify an application.

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

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

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

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

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

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

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

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

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

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251 23.5 Excellence Awards. The University shall implement the merit-based bonuses set forth  
252 below to recognize and promote employee excellence and productivity that respond to and  
253 support the mission of the University of Central Florida.

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

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

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

264 (3) The eligibility criteria for an applicant is an employee holding the rank of  
265 professor; the applicant must be recognized as a "foremost scholar" in ~~his or her~~their  
266 chosen area of expertise, meaning they are known as a preeminent scholar in ~~his or~~  
267 ~~her~~their discipline; and have a positive impact to other scholars at UCF. Applications will  
268 be reviewed by a committee consisting of one Trustee Chair, one Pegasus Professor, the  
269 Chair of the Faculty Senate, and the Vice Provost for Faculty Excellence. An employee  
270 who holds the rank of full professor shall be appointed by the UCF-UFF Chapter  
271 President to serve as an ex officio member of the committee, and shall not have a voting  
272 role except in the case of breaking any tie votes. The President and Provost or designee  
273 will make the final appointment.

274 (4) Applications are due by 5:00 p.m. on Friday of the third week of April.  
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(b) Pegasus Professor. The Pegasus Professor award recognizes excellence in the three primary areas of academic endeavor: teaching, research and service.

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

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

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

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(4) Application Materials. All materials should be submitted electronically to Faculty Excellence.

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(a) a letter of nomination from the applicant or from a UCF sponsor

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(b) the applicant's curriculum vitae

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(c) the endorsement of the applicant's chair or director, as well as the dean or vice-president; the endorsement may include a 250-word statement of support by the chair or director, as well as the dean or vice president

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(d) no more than three, 500-word letters of support from faculty members, staff members, alumni, professional and community colleagues in addition to the endorsements of the applicant's chair or director, as well as dean or vice president that are mentioned above.

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(5) Applications are due by 5:00 p.m. EST on Friday of the third week of January.

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(c) Excellence Awards. All full-time, ~~non-visiting~~ employees ~~in the appropriate~~

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~~discipline~~ with at least three years of continuous ~~non-visiting~~, non-OPS service at UCF

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immediately prior to the current year are eligible. Employees who have received a college or

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university excellence award in the past three academic years in the category for which they are

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applying are not eligible. For some Excellence awards, additional eligibility criteria are specified

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below. Award recipients shall receive a one-time payment of \$2,000. Each academic year, the

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University shall award twenty-one (21) Excellence in Undergraduate Teaching awards, one (1)

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University Award for Excellence in Undergraduate Teaching, one (1) Excellence in Graduate

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Teaching awards for every college, one (1) University Award for Excellence in Graduate

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Teaching, two (2) University Awards for Excellence in Faculty Academic Advising, one (1)

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University Award for Excellence in Professional Academic Advising, (1) Excellence in Research

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award for every colleges, one (1) Excellence in Research Award for the combined research staff

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in those institutes and centers not directly associated with an academic college, one (1)

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University Distinguished Research award, two (2) University Awards for Excellence in

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Professional Service, one (1) Excellence in Librarianship award, one (1) Excellence in English

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Language Institute Instruction, ~~and~~ one (1) Excellence in Instructional Design award, ~~and~~ one (1)

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Chuck D. Dziuban Award for Excellence in Online Teaching.

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(1) Excellence in Undergraduate Teaching awards.

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a. Eligibility. Employees must ~~be assigned to teach at least two~~

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~~undergraduate courses in the current academic year and to~~ have taught at least six undergraduate courses over the preceding three academic years.

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b. ~~The criteria for evaluation applicants' files shall~~ Application materials

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shall include ~~be the same as those listed in 23.4(b)(1), with the notable exception~~

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322 that the application will only include material from the three years prior to the  
 323 application year. ~~three major categories:~~

- 324 1. Innovations to improve undergraduate teaching;  
 325 2. Undergraduate teaching accomplishments/honors;  
 326 3. Evidence of impact on undergraduate teaching.

327 (2) Excellence in Graduate Teaching Awards.

328 a. Eligibility. Employees must have contributed significantly to graduate  
 329 education, including substantial teaching of graduate courses (including thesis and  
 330 dissertation courses) over ~~the current academic year and~~ the three preceding  
 331 academic years.

332 b. ~~The criteria for evaluating applicants' files shall include three major~~  
 333 ~~categories.~~ Application material shall be the same as those listed in 23.5(c)(1)(b)  
 334 above, with the notable exception that all materials are restricted to graduate  
 335 teaching.

- 336 1. Innovations to improve graduate teaching;  
 337 2. Graduate Teaching Accomplishments/honors;  
 338 3. Evidence of impact on graduate teaching.

339 (3) Excellence in Research Awards

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

343 ba. ~~The criteria for evaluating applicants' files shall include three major~~  
 344 ~~categories.~~ Materials for this application shall include the same material listed in  
 345 23.4(c)(1)

- 346 1. cumulative value and impact of research efforts at UCF within  
 347 the discipline and to society;  
 348 2. Recognition of research impact by the individual's peers in the  
 349 same or in related disciplines;  
 350 3. Publication/dissemination and presentation of research results.

351 (4) Excellence in Faculty Academic Advising.

352 a. Eligibility. ~~All employees who currently advise and who have advised~~  
 353 ~~undergraduate students over the preceding three academic years are eligible.~~

354 ba. ~~The criteria for evaluating applicants' files shall include three major~~  
 355 ~~categories.~~ Materials for the application shall include:

- 356 1. table of contents  
 357 2. nomination letter  
 358 3. curriculum vitae  
 359 4. statement of philosophy toward student advising (one paragraph)  
 360 5. student, peer, and administrative evaluations of advising activities (if  
 361 comments are included from teaching evaluations, all comments must be provided  
 362 along with a typed summary, by year, rather than the actual evaluation sheets)  
 363 6. evidence of leadership in developing new and innovative advising  
 364 methods

- 365 1. Evidence of extra effort to improve advising;



- 366 ~~2. Evidence that students have been sensitively and appropriately~~  
367 ~~informed and guided concerning career choices and academic~~  
368 ~~opportunities;~~  
369 ~~3. Evidence that the nominee serves as a role model in the pursuit~~  
370 ~~of learning.~~
- 371 (5) University Award for Excellence in Professional Academic Advising.  
372 a. Eligibility. Employees who have a current full-time assignment and full-  
373 time experience for the preceding three years at UCF in an academic advising unit  
374 within a college, regional campus, institute, center or the Division of Student  
375 Development and Enrollment Services are eligible. Employees with regular  
376 teaching assignments are eligible for other advising awards and are not eligible  
377 for the Professional Academic Advising.  
378 b. The criteria for evaluating applicants' file shall include three major  
379 categories:  
380 1. Evidence of success in retaining students;  
381 2. Evidence of guiding students to timely completion of their  
382 degrees;  
383 3. Creating a caring and supportive environment, and helping  
384 students realize their potential.
- 385 (6) University Awards for Excellence in Professional Service.  
386 ~~a. Eligibility. Employees who are assigned an FTE of 0.10 for professional~~  
387 ~~service duties over the current year and for each of the three preceding academic~~  
388 ~~years are eligible.~~  
389 b. The criteria for evaluating applicants' files shall include three major  
390 categories:  
391 1. Evidence of effectiveness in service to the university by  
392 highlighting leadership contributions;  
393 2. Evidence of significant accomplishment in professional  
394 organizations in the nominee's discipline;  
395 3. Evidence of recognition for outreach activities, service, and  
396 leadership contributions to community organizations.
- 397 (7) Excellence in Librarianship.  
398 a. Eligibility. Employees who have served at UCF as a librarian on a  
399 permanent line for the current year and at least the three years immediately  
400 preceding the current year are eligible.  
401 b. The criteria for evaluating applicant's files shall include two major  
402 categories:  
403 1. Evidence of extra effort to improve library services and collections;  
404 2. Evidence of a sustained period of excellence in the library profession.
- 405 (8) Excellence in Instructional Design  
406 a. Eligibility. Must be an instructional designer on a nonvisiting, non-OPS  
407 12-month contract at the time of nomination and over the three preceding  
408 academic years.  
409 b. The criteria for evaluating applicant's files shall include two major  
410 categories:  
411 1. Innovative contributions to UCF and/or the ID field;

- 412 2. Evidence of outstanding effort to promote quality of online  
 413 instruction and improve relationships with faculty members at UCF.  
 414 (9) Excellence in English Language Institute Instruction.  
 415 a. Eligibility. Must have a full-time, non-visiting, nonOPS appointment at  
 416 ELI for the current academic year and for the three preceding academic years.  
 417 b. The criteria for evaluating applicant's files shall include three major  
 418 categories:  
 419 1. Evidence of innovative contributions to UCF or the ELI field;  
 420 2. Evidence of extra effort to improve ELI success;  
 421 3. Evidence of a sustained period of excellence in ELI.

422 (10) The Chuck D. Dziuban Award for Excellence in Online Teaching

423 a. Eligibility. Employees must have a High-Quality Design Designation for  
 424 the course under consideration for this award. Employees must participate in the  
 425 Dziuban Award workshop series.

426 (11) Following the same criteria and process set out in 23.4(e) for TIP/RIA  
 427 assessment committees, college-level committees shall be elected, rank applications, and  
 428 make recommendations to the dean, dean's representative or unit head for the excellence  
 429 in undergraduate teaching awards, excellence in graduate teaching awards, and  
 430 excellence in research awards. Awards for instructional design, librarianship, and  
 431 English Language Institute Instruction shall be determined by a committee of employees  
 432 in their respective units. Awards in professional service, faculty academic advising,  
 433 professional academic advising, and the Dziuban Award for Excellence in Online  
 434 Teaching shall follow the same procedures for SoTL award selection as set out in 23.4(e).  
 435 University excellence awards in undergraduate teaching, graduate teaching and research  
 436 shall be determined by the provost or designee. Recommendations for these awards are  
 437 made by various committees and are ultimately determined by the president or designee.

438 (d) Women of Distinction Award for Excellence in Mentoring. To celebrate excellence  
 439 in mentoring at all levels, ~~three~~ awards will be granted to an employee with up to 5 years  
 440 of service; an employee with 6–10 years of service; and an employee with more than 10  
 441 years of service. Award winners will receive a one-time \$1000 travel grant.

442 (1) Eligibility. Full-time women employees of all ranks and types ~~(including~~  
 443 ~~all ranks of tenured and tenure-earning faculty and all ranks of non-tenure-earning~~  
 444 ~~faculty including instructor, lecturers, instructional designers, librarians, research,~~  
 445 ~~and clinical)~~ who are excellent mentors of their colleagues, students, and/or  
 446 community partners are eligible to apply. While ~~the~~ mentors should be women  
 447 faculty, mentees can be ~~male and female~~ of any gender.

448 (2) Application Material. Applicants must include a cover letter, abbreviated  
 449 curriculum vitae (3 pages), description of applicant's excellence in mentoring (500  
 450 words), and two letters of support: one from supervisor with knowledge of applicant's  
 451 mentoring efforts and one from colleague or previous student (current students are not  
 452 permitted to write letters of support).

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 455 23.6 Professional Development Incentive Stipends and Awards

456 (a) all employees who participate in and successfully complete IDL6543, training in  
 457 online teaching, shall receive a one-time professional development incentive stipend of  
 458 \$2500.00. Employees are only eligible for this stipend once every seven (7) years.

459 (b) all employees who are accepted to participate and successfully complete the  
460 Writing Across the Curriculum (WAC) program shall receive a one-time professional  
461 development incentive stipend of \$1000.00.

462 (c) all employees who are accepted to participate and successfully complete the  
463 Faculty Center for Teaching and Learning summer faculty development conference shall receive  
464 a one-time professional development incentive stipend of \$800.00. This stipend shall apply to  
465 employees in all tracks of the summer conference.

466 (d) all employees who are accepted and successfully complete the Faculty Center for  
467 Teaching and Learning winter faculty development conference shall receive a one-time  
468 professional development incentive stipend of \$500.00.

469 (e) all employees who are accepted and successfully complete a Faculty Center for  
470 Teaching and Learning faculty development cohort shall receive a one-time professional  
471 development incentive stipend of \$500.00.

472  
473  
474 23.67 Salary Increases for Employees Funded by Contracts and Grants.

475 (a) Employees on contracts or grants shall receive salary increases  
476 equivalent to similar employees on Education and General (E&G) funding,  
477 provided that such salary increases are permitted by the terms of the contract or  
478 grant and adequate funds are available for this purpose in the contract or grant. In  
479 the event such salary increases are not permitted by the terms of the contract or  
480 grant, or in the event adequate funds are not provided, the president or president's  
481 representative shall seek to have the contract or grant modified to permit or fund  
482 such increases.

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

486  
487 23.78 Administrative Discretion Increases. From September 1, 2017<sup>8</sup> through August 31, 2018<sup>9</sup>,  
488 the University may provide Administrative Discretion Increases up to one and one-half percent  
489 (1.5%) of the total salary rate of employees who were in an employment relationship with the  
490 University on May 6<sup>7</sup>, 2018<sup>7</sup>. Any Administrative Discretion Increase provided to contract and  
491 grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing  
492 wage adjustment for the purpose of qualifying for immigration status, or any salary increase to  
493 settle a legitimate, broad-based employment dispute shall not be subject to the terms and  
494 limitations of this Section.

495  
496 (a) The University may provide Administrative Discretion Increases for verified written  
497 offers of outside employment, special achievements, merit, compression and inversion, equity  
498 and market equity considerations, and similar special situations to employees in the bargaining  
499 unit.

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

502 (c) UFF Notification. At least 14 days prior to the effective date of any such increase, the  
503 University shall provide to the UFF a written notification of the increase which states the name

504 of the employee, the rank and discipline of the employee, the amount of the increase, and the  
505 reason for the increase.

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

508  
509 23.98 Report to Employees. All employees shall receive notice of their salary increases prior to  
510 implementation.

511  
512 23.109 Type of Payment for Assigned Duties.

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

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

519  
520 23.101 Twelve-Month Payment Option. The parties agree that a twelvemonth payment option for  
521 ~~9~~nine-month employees shall be offered each year during an annual open enrollment period from  
522 April 1 to June 30. If chosen by the employee, this payment option shall become effective for  
523 one year starting with the first full pay period beginning after ~~August 8~~the first day of the Fall  
524 semester. The plan shall allow for employees to select a fixed savings amount to be deducted  
525 from each of the nineteen full bi-weekly paychecks received during the Fall and Spring  
526 semesters with a change in that amount to account for those paychecks from which double  
527 premiums are deducted. The total savings shall be returned to the employee in equal amounts for  
528 the five full bi-weekly paychecks received during the Summer. The University shall provide an  
529 online calculator to assist the employee in determining a savings amount and fixed reduction  
530 amount that will allow the employee's net paychecks to remain approximately constant. Pay  
531 received for supplemental summer assignments shall be unaffected by this plan. This pay plan is  
532 subject to tax limitations.

533  
534 23.112 Administrative Salary Stipends and Other Compensation.

535 (a) Any employee A temporary salary increase that is provided to an employee as  
536 compensation for performing a specific, titled administrative function shall be compensated.  
537 Compensation permitted under this agreement as an may include a temporary salary increase as  
538 an Administrative Salary Stipend, additional research funds, additional travel funds, course  
539 release(s), summer salary, or a combination of two or more of these forms of compensation.-

540 (b) At least 14 days prior to the effective date of any Administrative Salary Stipend  
541 and/or other compensation, the University shall provide UFF a written notification of the stipend  
542 and/or compensation which states the name of the employee, the rank and discipline of the  
543 employee, the amount of the stipend (if any), other forms of compensation (if any), and a  
544 description of all administrative responsibilities the reason for associated with the stipend and/or  
545 other compensation.

546 (c) By no later than May 6, 2019, the University shall provide UFF with a list of the  
547 names and ranks of all employees receiving Administrative Salary Stipend, additional research  
548 funds, additional travel funds, course release(s), summer salary, or a combination of two or more

549 of these forms of compensation, a description of their administrative responsibilities associated  
550 with the compensation, and a description of the specific details of any and all stipends and

551 (d) At least once a year, the University shall provide UFF with written notification of  
552 the cessation of any Administrative Discretionary Stipend and/or other compensation related to  
553 administrative duties in the period since the last written notification was given. The University  
554 will not be responsible for providing notification of the cessation of administrative discretionary  
555 stipends and/or other compensation prior to August 6, 2018.

556 (e) If all or part of the ~~an~~ Administrative Salary sStipend is later added to the  
557 employee's salary, the amount so converted shall be treated as an Administrative Discretion  
558 Increase during the year in which the conversion takes place and shall be subject to limitations of  
559 that section.

560  
561 23.1~~2~~3 Salary Rate Calculation and Payment. The biweekly salary rate of employees serving on  
562 twelve month (calendar year) appointments shall be calculated by dividing the calendar year  
563 salary rate by 26.1 pay periods.

564  
565 23.1~~4~~3 Compensation currency. The university receives its budget and disburses monies in U.S.  
566 dollars.