

**ARTICLE 23 [2017-2018]***[supersedes earlier versions, including 2015-2018 and 2016-17]***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, 2018, for the 2017-2018 year, each eligible employee shall receive a two and one quarter percent (2.25%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of March 23, 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, 2017; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 2016-17 that meet the above qualifications and were not evaluated shall be provided with an evaluation for the period and shall be eligible for the increase.

(b) One-time payment. In addition to the across-the board increases taking effect on March 23, 2018, all employees eligible for that increase shall receive a one-time payment of \$1500 on March 16, 2018.

(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

50 **23.4 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote  
 51 employee excellence and productivity that respond to and support the mission of the University of Central  
 52 Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give  
 53 final approval for awards to successful faculty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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138 **23.5 Excellence Awards.** The University shall implement the merit-based bonuses set forth below to  
 139 recognize and promote employee excellence and productivity that respond to and support the mission of  
 140 the University of Central Florida.

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

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

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

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

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

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

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

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

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

180 (1) Excellence in Undergraduate Teaching awards.

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

184 b. The criteria for evaluation applicants’ files shall include three major  
 185 categories:

- 186 1. Innovations to improve undergraduate teaching;
- 187 2. Undergraduate teaching accomplishments/honors;
- 188 3. Evidence of impact on undergraduate teaching.

189 (2) Excellence in Graduate Teaching Awards.

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

193 b. The criteria for evaluating applicants’ files shall include three major  
 194 categories:

- 195 1. Innovations to improve graduate teaching;
- 196 2. Graduate Teaching Accomplishments/honors;
- 197 3. Evidence of impact on graduate teaching.

198 (3) Excellence in Research Awards

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

201 b. The criteria for evaluating applicants’ files shall include three major categories.

- 202 1 cumulative value and impact of research efforts at UCF within the  
 203 discipline and to society;  
 204 2. Recognition of research impact by the individual's peers in the same or  
 205 in related disciplines;  
 206 3. Publication/dissemination and presentation of research results.  
 207 (4) Excellence in Faculty Academic Advising.  
 208 a. Eligibility. All employees who currently advise and who have advised  
 209 undergraduate students over the preceding three academic years are eligible.  
 210 b. The criteria for evaluating applicants' files shall include three major  
 211 categories:  
 212 1. Evidence of extra effort to improve advising;  
 213 2. Evidence that students have been sensitively and appropriately  
 214 informed and guided concerning career choices and academic opportunities;  
 215 3. Evidence that the nominee serves as a role model in the pursuit of  
 216 learning.  
 217 (5) University Award for Excellence in Professional Academic Advising.  
 218 a. Eligibility. Employees who have a current full-time assignment and full-time  
 219 experience for the preceding three years at UCF in an academic advising unit within a college, regional  
 220 campus, institute, center or the Division of Student Development and Enrollment Services are eligible.  
 221 Employees with regular teaching assignments are eligible for other advising awards and are not eligible  
 222 for the Professional Academic Advising.  
 223 b. The criteria for evaluating applicants' file shall include three major categories:  
 224 1. Evidence of success in retaining students;  
 225 2. Evidence of guiding students to timely completion of their degrees;  
 226 3. Creating a caring and supportive environment, and helping students  
 227 realize their potential.  
 228 (6) University Awards for Excellence in Professional Service.  
 229 a. Eligibility. Employees who are assigned an FTE of 0.10 for professional  
 230 service duties over the current year and for each of the three preceding academic years are eligible.  
 231 b. The criteria for evaluating applicants' files shall include three major  
 232 categories:  
 233 1. Evidence of effectiveness in service to the university by highlighting  
 234 leadership contributions;  
 235 2. Evidence of significant accomplishment in professional organizations  
 236 in the nominee's discipline;  
 237 3. Evidence of recognition for outreach activities, service, and leadership  
 238 contributions to community organizations.  
 239 (7) Excellence in Librarianship.  
 240 a. Eligibility. Employees who have served at UCF as a librarian on a permanent  
 241 line for the current year and at least the three years immediately preceding the current year are eligible.  
 242 b. The criteria for evaluating applicant's files shall include two major categories:  
 243 1. Evidence of extra effort to improve library services and collections;  
 244 2. Evidence of a sustained period of excellence in the library profession.  
 245 (8) Excellence in Instructional Design  
 246 a. Eligibility. Must be an instructional designer on a non-visiting, non-OPS 12-  
 247 month contract at the time of nomination and over the three preceding academic years.  
 248 b. The criteria for evaluating applicant's files shall include two major categories:  
 249 1. Innovative contributions to UCF and/or the ID field;  
 250 2. Evidence of outstanding effort to promote quality of online instruction  
 251 and improve relationships with faculty members at UCF.  
 252 (9) Excellence in English Language Institute Instruction.

253 a. Eligibility. Must have a full-time, non-visiting, non-OPS appointment at ELI  
 254 for the current academic year and for the three preceding academic years.

255 b. The criteria for evaluating applicant's files shall include three major  
 256 categories:

- 257 1. Evidence of innovative contributions to UCF or the ELI field;
- 258 2. Evidence of extra effort to improve ELI success;
- 259 3. Evidence of a sustained period of excellence in ELI.

260 (10) Recommendations for these awards are made by various committees and are  
 261 ultimately determined by the president or designee.

### 262 **23.6 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

273  
 274 **23.7 Administrative Discretion Increases.** From September 1, 2017 through August 31, 2018, the  
 275 University may provide Administrative Discretion Increases up to one and one-half percent (1.5%) of the  
 276 total salary rate of employees who were in an employment relationship with the University on May 7,  
 277 2017. Any Administrative Discretion Increase provided to contract and grant (C&G) employees, any  
 278 court-ordered or court-approved salary increase, any prevailing wage adjustment for the purpose of  
 279 qualifying for immigration status, or any salary increase to settle a legitimate, broad-based employment  
 280 dispute shall not be subject to the terms and limitations of this Section.

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

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

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

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

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 293 **23.8 Report to Employees.** All employees shall receive notice of their salary increases prior to  
 294 implementation.

### 295 **23.9 Type of Payment for Assigned Duties.**

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

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

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303 **23.10 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for 9-  
304 month employees shall be offered each year during an annual open enrollment period from April 1 to  
305 June 30. If chosen by the employee, this payment option shall become effective for one year starting with  
306 the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed  
307 savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the  
308 Fall and Spring semesters with a change in that amount to account for those paychecks from which  
309 double premiums are deducted. The total savings shall be returned to the employee in equal amounts for  
310 the five full bi-weekly paychecks received during the Summer. The University shall provide an online  
311 calculator to assist the employee in determining a savings amount and fixed reduction amount that will  
312 allow the employee's net paychecks to remain approximately constant. Pay received for supplemental  
313 summer assignments shall be unaffected by this plan. This pay plan is subject to tax limitations.  
314

315 **23.11 Administrative Salary Stipends.** A temporary salary increase that is provided to an employee  
316 as compensation for performing a specific, titled administrative function shall be permitted under this  
317 agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of any  
318 Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend  
319 which states the name of the employee, the rank and discipline of the employee, the amount of the  
320 stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's salary,  
321 the amount so converted shall be treated as an Administrative Discretion Increase during the year in  
322 which the conversion takes place and shall be subject to limitations of that section.  
323

324 **23.12 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on  
325 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary rate  
326 by 26.1 pay periods.  
327

328 **23.13 Compensation currency.** The university receives its budget and disburses monies in U.S.  
329 dollars.