

1 **ARTICLE 23**

2 **SALARIES**

3  
4 **23.1 Promotion Increases.**

5 (a) Promotion salary increases shall be granted on August 8 following that promotion in  
6 an amount equal to 9.0% of the employee's salary as of August 7 in recognition of  
7 promotion to one of the following ranks: Associate Professor, Associate Instructor,  
8 Associate Lecturer, Associate Scholar/Scientist/Engineer, Associate in \_\_\_\_\_, Associate  
9 Instructional Designer, and Associate University Librarian.

10 (b) ~~Following ratification of this document, future p~~Promotion salary increases shall be  
11 granted on August 8 following that promotion in an amount equal to 10.0% of the  
12 employee's salary as of August 7 in recognition of promotion to one of the following ranks:  
13 Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer, University  
14 Librarian, and Senior Instructional Designer.

15  
16 **23.2 Legislatively Mandated Increases.** Any legislatively mandated increases shall be  
17 implemented as soon as practicable.

18  
19 **23.3 Other Increases.**

20 (a) ~~Across-the Board Salary Increases. No across-the-board salary increases will be~~  
21 ~~distributed this cycle. Effective August 23, 2019 for the 2018-2019 (distributed on pay date~~  
22 ~~9/13/2019) year, each eligible employee shall receive a two percent (2.0%) increase to the~~  
23 ~~employee's base salary. This increase will be calculated using the employee's salary as of~~  
24 ~~August 23, 2019. An employee shall be eligible if the employee's most recent annual~~  
25 ~~evaluation, if provided, was Satisfactory or above; the employee was in an employment~~  
26 ~~relationship (not OPS) with the University prior to January 11, 2019; and the employee~~  
27 ~~remains in a continual employment relationship at the date of implementation. Employees~~  
28 ~~employed in 2017-18 that meet the above qualifications and were not evaluated shall be~~  
29 ~~provided with an evaluation for the period and shall be eligible for the increase.~~

30 (b) ~~One-time payment. No one-time payment will be distributed this cycle. In addition to~~  
31 ~~the across-the board increases taking effect on May 10, 2019, (distributed on pay date~~  
32 ~~5/10/2019), all employees eligible for that increase shall receive a one-time payment of~~  
33 ~~\$2,250.00.~~

34 ~~(c) Across-the Board Salary Increases. Effective September 20, 2019 for the 2019-2020~~  
35 ~~(distributed on pay date 10/11/2019) year, each eligible employee shall receive a one and a~~  
36 ~~quarter percent (1.25%) increase to the employee's base salary. This increase will be~~  
37 ~~calculated using the employee's salary as of September 20, 2019. An employee shall be~~  
38 ~~eligible if the employee's most recent annual evaluation, if provided, was Satisfactory or~~  
39 ~~above; the employee was in an employment relationship (not OPS) with the University prior~~  
40 ~~to May 7, 2019; and the employee remains in a continual employment relationship at the~~  
41 ~~date of implementation. Employees employed in 2018-19 that meet the above qualifications~~  
42 ~~and were not evaluated shall be provided with an evaluation for the period and shall be~~  
43 ~~eligible for the increase.~~

44 (d) ~~For the 2019-2020 year, the Board of Trustees shall provide a \$1000 one-time~~  
45 ~~payment to each eligible employee who was in a continual employment relationship with the~~  
46 ~~University prior to May 7, 2019, who remains in a continual employment relationship at the~~

47 ~~date of implementation, and whose most recent evaluation, if provided, was Satisfactory or~~  
48 ~~above. This one-time payment will be distributed on the November 22, 2019, pay date.~~

49 (ec) Merit Salary Increases. No merit salary increases will be distributed this cycle.

50  
51 **23.4 Annual Incentive Award Programs.** Incentive Award Programs recognize and  
52 promote employee excellence and productivity that respond to and support the mission of  
53 the University of Central Florida, including its strategic initiatives and five key goals. The  
54 provost or his or her designee shall give final approval for awards to successful faculty.  
55 Each year, the University shall make available to eligible employees 115 Incentive Awards.  
56 The awards shall be distributed to awardees in the next award cycle after ratification of this  
57 document as set forth 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  
59 \$5,000 increase to their salary effective at the beginning of the succeeding academic year.  
60 Employees on visiting and other temporary appointments are not eligible for incentive  
61 awards. Employees on non-E&G funding will be eligible for the increase depending on  
62 availability of funds. All full-time employees in the appropriate discipline with at least four  
63 years of continuous, non-OPS service at UCF immediately prior to the current year are  
64 eligible.

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

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

78 (c) Scholarship of Teaching and Learning Awards (SoTLs). SoTLs recognize discovery,  
79 reflection, and using evidence-based methods to research effective teaching and student  
80 learning. While the implementation of SoTL outcomes may result in teaching excellence and  
81 increased teaching effectiveness, this award recognizes scholarly efforts beyond teaching  
82 excellence. The University shall make available up to five SoTL awards.

83 (d) Applications for Incentive Awards. Applications shall be completed on-line. These  
84 awards shall be made according to the criteria or procedures listed on the Faculty  
85 Excellence website.

86 (e) Incentive Award Selection.

87 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs shall  
88 be elected by and from the unit employees. The committees shall equitably represent the  
89 departments or units within them. Employees who plan to apply in the current cycle for a  
90 particular award shall not be eligible to serve on the committee. A committee chairperson  
91 for each incentive award program shall be elected by and from the college/unit committee.  
92 The chairperson shall charge the committee that members shall only consider the merits of  
93 the application. No additional outside information or discussion of position, e.g., instructor  
94 vs. tenure track employee, past awards, current salary, etc., may be considered, nor may

95 additional criteria be used. The committee shall review the award applications and shall  
96 submit a ranked list of recommended employees to the dean or dean's representative. In  
97 ranking the applicants, committee members shall only consider the merits of the 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  
100 applicants as they deem merit the award, with the highest rank given to the top candidate  
101 (i.e., the highest rank equals the number of applicants, N), the next highest rank being N-1,  
102 and so on. Applications that are not deemed acceptable for an award by a committee  
103 member shall be left unranked in that committee member's rankings.

104 b. In larger colleges or units, subcommittees may be formed from the committee  
105 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-  
107 large must serve on a subcommittee. The applications to be reviewed shall be equitably  
108 partitioned among the subcommittees. The subcommittees shall follow the ranking  
109 procedure outlined above to determine which applications they recommend to the  
110 committee at-large. Then the committee at-large shall be convened to review the  
111 applications recommended by the subcommittees.

112 c. The committee chair shall convene the committee (at-large) and review their  
113 initial rankings. Discussion shall be limited to information contained in the application and  
114 may focus on applicants with few or dispersed rankings.

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

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

119 f. The applicant with the highest mean rank (i.e., the sum of the applicant's  
120 rankings divided by the number of committee members present) shall have the highest  
121 priority for an incentive award, the applicant with the next highest mean rank the next  
122 highest priority, and so on, until all applicants who received rankings by a majority of  
123 committee members present are ranked in order.

124 g. In the case of T applicants with tied mean rank for the final T-1 or fewer  
125 available award(s), the procedure outlined in (a) above, with T being the highest possible  
126 rank, shall be used to break the ties. The ranking process outlined in (a) above shall be  
127 used as many times in succession as necessary until all such ties are resolved and a final  
128 ranked list is complete.

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

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

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

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

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

152 (2) Each academic year, the University may award Trustee Chair Professorships.

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

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

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

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

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

171 (c) Excellence Awards. All full-time employees in the appropriate discipline with at least  
172 three years of continuous non-visiting, non-OPS service at UCF immediately prior to the  
173 current year are eligible, except for employees who have received a college or university  
174 excellence award in the past three academic years in the category for which they are  
175 applying. For some Excellence awards, additional eligibility criteria are specified below.  
176 Award recipients shall receive a one-time payment of \$2,000. Each academic year, the  
177 University shall award Excellence in Undergraduate Teaching awards, one University  
178 Award for Excellence in Undergraduate Teaching, Excellence in Graduate Teaching  
179 awards, one University Award for Excellence in Graduate Teaching, one University Award  
180 for Excellence in Faculty Academic Advising, Excellence in Research awards, one  
181 University Distinguished Research award, one University Award for Excellence in  
182 Professional Service, one Excellence in Librarianship award, and one Excellence in  
183 Instructional Design award.

184 (1) Excellence in Undergraduate Teaching awards.

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

- 188           b. The criteria for evaluating applicants' files shall include three major  
189 categories:
- 190           1. Innovations to improve undergraduate teaching;
  - 191           2. Undergraduate teaching accomplishments/honors;
  - 192           3. Evidence of impact on undergraduate teaching.
- 193           (2) Excellence in Graduate Teaching Awards.
- 194           a. Eligibility. Employees must have contributed significantly to graduate  
195 education, including substantial teaching of graduate courses (including thesis and  
196 dissertation courses) over the current academic year and the three preceding academic  
197 years.
  - 198           b. The criteria for evaluating applicants' files shall include three major  
199 categories:
- 200           1. Innovations to improve graduate teaching;
  - 201           2. Graduate Teaching Accomplishments/honors;
  - 202           3. Evidence of impact on graduate teaching.
- 203           (3) Excellence in Research Awards
- 204           a. Eligibility. Employees must have an assignment of at least 0.10 FTE in  
205 research over each of the three immediately preceding years and the current year at UCF.
  - 206           b. The criteria for evaluating applicants' files shall include three major  
207 categories:
- 208           1. cumulative value and impact of research efforts at UCF within the  
209 discipline and to society;
  - 210           2. Recognition of research impact by the individual's peers in the same or in  
211 related disciplines;
  - 212           3. Publication/dissemination and presentation of research results.
- 213           (4) Excellence in Faculty Academic Advising.
- 214           a. Eligibility. Employees must have an assignment of at least 0.10 FTE for  
215 advising in the current year and over each of the three immediately preceding years at UCF.  
216 All employees who currently advise and who have advised undergraduate students over the  
217 preceding three academic years are eligible.
  - 218           b. The criteria for evaluating applicants' files shall include three major categories:  
219           1. Evidence of extra effort to improve advising;  
220           2. Evidence that students have been sensitively and appropriately informed  
221 and guided concerning career choices and academic opportunities;  
222           3. Evidence that the nominee serves as a role model in the pursuit of  
223 learning.
- 224           (5) University Awards for Excellence in Professional Service.
- 225           a. Eligibility. Employees who are assigned an FTE of 0.10 for professional  
226 service duties over the current year and for each of the three preceding academic years are  
227 eligible.
  - 228           b. The criteria for evaluating applicants' files shall include three major  
229 categories:
- 230           1. Evidence of effectiveness in service to the university by highlighting  
231 leadership contributions;
  - 232           2. Evidence of significant accomplishment in professional organizations in  
233 the nominee's discipline;
  - 234           3. Evidence of recognition for outreach activities, service, and leadership  
235 contributions to community organizations.
- 236           (6) Excellence in Librarianship.

237 a. Eligibility. Employees who have served at UCF as a librarian on a permanent  
238 line for the current year and at least the three years immediately preceding the current year  
239 are eligible.

240 b. The criteria for evaluating applicant's files shall include two major categories:

241 1. Evidence of extra effort to improve library services and collections;

242 2. Evidence of a sustained period of excellence in the library profession.

243 (7) Excellence in Instructional Design.

244 a. Eligibility. Must be an instructional designer on a non-visiting, non-OPS 12-  
245 month contract at the time of nomination and over the three preceding academic years.

246 b. The criteria for evaluating applicant's files shall include two major categories:

247 1. Innovative contributions to UCF and/or the ID field;

248 2. Evidence of outstanding effort to promote quality of online instruction and  
249 improve relationships with faculty members at UCF.

250 (8) Recommendations for these awards are made by various committees and are  
251 ultimately determined by the President or designee.

252

### 253 **23.6 Salary Increases for Employees Funded by Contracts and Grants.**

254 (a) Employees on contracts or grants shall receive salary increases equivalent to similar  
255 employees on Education and General (E&G) funding, provided that such salary increases  
256 are permitted by the terms of the contract or grant and adequate funds are available for this  
257 purpose in the contract or grant. In the event such salary increases are not permitted by the  
258 terms of the contract or grant, or in the event adequate funds are not provided, the  
259 University's representative shall seek to have the contract or grant modified to permit or  
260 fund such increases.

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

264

265 **23.7 Administrative Discretion Increases.** From the date of ratification of this  
266 document, through August 31, 2021, the University may provide Administrative Discretion  
267 Increases up to one and one-half percent (1.5%) of the total salary rate of employees who  
268 were in an employment relationship with the University on May 6~~7~~, 20~~20~~18. Any  
269 Administrative Discretion Increase provided to contract and grant (C&G) employees, any  
270 court-ordered or court-approved salary increase, any prevailing wage adjustment for the  
271 purpose of qualifying for immigration status, or any salary increase to settle a legitimate,  
272 broad-based employment dispute shall not be subject to the terms and limitations of this  
273 Section.

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

278 (b) Administrative Discretionary Increases for verified written offers of outside  
279 employment shall not ~~contribute be subject~~ to the ~~calculation~~ one and one-half percent  
280 (1.5%) of the salary rate limitation.

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

285 (d) The University's ability to provide Administrative Discretion Increases shall expire  
286 August 31, 2021, and shall not become part of the status quo.

287  
288 **23.8 Report to Employees.** All employees shall receive notice of their salary increases  
289 prior to implementation.

290  
291 **23.9 Type of Payment for Assigned Duties.**

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

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

298  
299 **23.10 Twelve-Month Payment Option.** The parties agree that a twelve-month payment  
300 option for 9-month employees shall be offered each year during an annual open enrollment  
301 period from April 1 to June 30. If chosen by the employee, this payment option shall  
302 become effective for one year starting with the first full pay period beginning after August 8.  
303 The plan shall allow for employees to select a fixed savings amount to be deducted from  
304 each of the nineteen full bi-weekly paychecks received during the Fall and Spring  
305 semesters with a change in that amount to account for those paychecks from which double  
306 premiums are deducted. The total savings shall be returned to the employee in equal  
307 amounts for the five full bi-weekly paychecks received during the Summer. The University  
308 shall provide an online calculator to assist the employee in determining a savings amount  
309 and fixed reduction amount that will allow the employee's net paychecks to remain  
310 approximately constant. Pay received for supplemental summer assignments shall be  
311 unaffected by this plan. This pay plan is subject to tax limitations.

312  
313 **23.11 Administrative Salary Stipends.** A temporary salary increase that is provided to  
314 an employee as compensation for performing a specific, titled administrative function shall  
315 be permitted under this agreement as an Administrative Salary Stipend. At least 14 days  
316 prior to the effective date of any Administrative Salary Stipend, the University shall provide  
317 UFF a written notification of the stipend which states the name of the employee, the rank  
318 and discipline of the employee, the amount of the stipend, and the reason for the stipend.  
319 If all or part of the stipend is later added to the employee's salary, the amount so converted  
320 shall be treated as an Administrative Discretion Increase during the year in which the  
321 conversion takes place and shall be subject to limitations of that section.

322  
323 **23.12 Salary Rate Calculation and Payment.** The biweekly salary rate of employees  
324 serving on twelve-month appointments shall be calculated by dividing the salary rate by  
325 26.1 pay periods.

326  
327 ~~**23.14 Compensation currency.** The university receives its budget and disburses~~  
328 ~~monies in U.S. dollars.~~