

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~~

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

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

23.4 Annual Incentive Award Programs. Incentive Award Programs recognize and promote employee excellence and productivity that respond to and support the mission of the University of Central Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give final approval for awards to successful faculty. Each year, the University shall make available to eligible employees 115 Incentive Awards. The awards shall be distributed to awardees in the next award cycle after ratification of this document as set forth below. Regardless of contract length (9 months through 12 months), award recipients shall receive a one-time award of \$5,000 as soon as practicable and a \$5,000 increase to their salary effective at the beginning of the succeeding academic year. Employees on visiting and other temporary appointments are not eligible for incentive awards. Employees on non-E&G funding will be eligible for the increase depending on availability of funds. All full-time employees in the appropriate discipline with at least four years of continuous, non-OPS service at UCF immediately prior to the current year are eligible.

(a) 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.

(b) 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 awards to eligible employees. The UCF-RIA award recognizes employee contributions to UCF’s key goal of achieving international prominence in research and creative activities.

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

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

(e) Incentive Award Selection.

(1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs shall be elected by and from the unit employees. The committees shall equitably represent the departments or units within them. Employees who plan to apply in the current cycle for a particular award shall not be eligible to serve on the committee. A committee chairperson for each incentive award program shall be elected by and from the college/unit committee. The chairperson shall charge the committee that members shall only consider the merits of the application. No additional outside information or discussion of position, e.g., instructor vs. tenure track 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. All employees who currently advise and who have advised
215 undergraduate students over the preceding three academic years are eligible.
 - 216 b. The criteria for evaluating applicants' files shall include three major categories:
217 1. Evidence of extra effort to improve advising;
 - 218 2. Evidence that students have been sensitively and appropriately informed
219 and guided concerning career choices and academic opportunities;
 - 220 3. Evidence that the nominee serves as a role model in the pursuit of
221 learning.
- 222 (5) University Awards for Excellence in Professional Service.
- 223 a. Eligibility. Employees who are assigned an FTE of 0.10 for professional
224 service duties over the current year and for each of the three preceding academic years are
225 eligible.
 - 226 b. The criteria for evaluating applicants' files shall include three major
227 categories:
- 228 1. Evidence of effectiveness in service to the university by highlighting
229 leadership contributions;
 - 230 2. Evidence of significant accomplishment in professional organizations in
231 the nominee's discipline;
 - 232 3. Evidence of recognition for outreach activities, service, and leadership
233 contributions to community organizations.
- 234 (6) Excellence in Librarianship.

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

238 b. The criteria for evaluating applicant's files shall include two major categories:
239 1. Evidence of extra effort to improve library services and collections;
240 2. Evidence of a sustained period of excellence in the library profession.

241 (7) Excellence in Instructional Design.

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

244 b. The criteria for evaluating applicant's files shall include two major categories:
245 1. Innovative contributions to UCF and/or the ID field;
246 2. Evidence of outstanding effort to promote quality of online instruction and
247 improve relationships with faculty members at UCF.

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

251 **23.6 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

262
263 **23.7 Administrative Discretion Increases.** From the date of ratification of this
264 document, through August 31, 2021, the University may provide Administrative Discretion
265 Increases up to one and one-half percent (1.5%) of the total salary rate of employees who
266 were in an employment relationship with the University on May ~~67, 2020~~¹⁸. Any
267 Administrative Discretion Increase provided to contract and grant (C&G) employees, any
268 court-ordered or court-approved salary increase, any prevailing wage adjustment for the
269 purpose of qualifying for immigration status, or any salary increase to settle a legitimate,
270 broad-based employment dispute shall not be subject to the terms and limitations of this
271 Section.

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

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

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

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

285
286 **23.8 Report to Employees.** All employees shall receive notice of their salary increases
287 prior to implementation.

288
289 **23.9 Type of Payment for Assigned Duties.**

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

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

296
297 **23.10 Twelve-Month Payment Option.** The parties agree that a twelve-month payment
298 option for 9-month employees shall be offered each year during an annual open enrollment
299 period from April 1 to June 30. If chosen by the employee, this payment option shall
300 become effective for one year starting with the first full pay period beginning after August 8.
301 The plan shall allow for employees to select a fixed savings amount to be deducted from
302 each of the nineteen full bi-weekly paychecks received during the Fall and Spring
303 semesters with a change in that amount to account for those paychecks from which double
304 premiums are deducted. The total savings shall be returned to the employee in equal
305 amounts for the five full bi-weekly paychecks received during the Summer. The University
306 shall provide an online calculator to assist the employee in determining a savings amount
307 and fixed reduction amount that will allow the employee's net paychecks to remain
308 approximately constant. Pay received for supplemental summer assignments shall be
309 unaffected by this plan. This pay plan is subject to tax limitations.

310
311 **23.11 Administrative Salary Stipends.** A temporary salary increase that is provided to
312 an employee as compensation for performing a specific, titled administrative function shall
313 be permitted under this agreement as an Administrative Salary Stipend. At least 14 days
314 prior to the effective date of any Administrative Salary Stipend, the University shall provide
315 UFF a written notification of the stipend which states the name of the employee, the rank
316 and discipline of the employee, the amount of the stipend, and the reason for the stipend.
317 If all or part of the stipend is later added to the employee's salary, the amount so converted
318 shall be treated as an Administrative Discretion Increase during the year in which the
319 conversion takes place and shall be subject to limitations of that section.

320
321 **23.12 Salary Rate Calculation and Payment.** The biweekly salary rate of employees
322 serving on twelve-month appointments shall be calculated by dividing the salary rate by
323 26.1 pay periods.

324
325 **23.14 Compensation-currency.** ~~The university receives its budget and disburses~~
326 ~~monies in U.S. dollars. UCF will comply with all applicable Federal and State labor and~~
327 ~~employment laws.~~