

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~~11.0% 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 promotion salary increases shall be
11 granted on August 8 following that promotion in an amount equal to ~~10~~11.0% 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. Effective August 23, 2019 for the 2018-2019~~
21 ~~(distributed on pay date 9/13/2019) year, each eligible employee shall receive a two percent~~
22 ~~(2.0%) increase to the employee's base salary. This increase will be calculated using the~~
23 ~~employee's salary as of August 23, 2019. An employee shall be eligible if the employee's~~
24 ~~most recent annual evaluation, if provided, was Satisfactory or above; the employee was in~~
25 ~~an employment relationship (not OPS) with the University prior to January 11, 2019; and the~~
26 ~~employee remains in a continual employment relationship at the date of implementation.~~
27 ~~Employees employed in 2017-18 that meet the above qualifications and were not evaluated~~
28 ~~shall be provided with an evaluation for the period and shall be eligible for the increase.~~

29 (b) ~~One-time payment. In addition to the across-the board increases taking effect on~~
30 ~~May 10, 2019, (distributed on pay date 5/10/2019), all employees eligible for that increase~~
31 ~~shall receive a one-time payment of \$2,250.00.~~

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

42 (d) ~~For the 2019-2020 year, the Board of Trustees shall provide a \$1000 one-time~~
43 ~~payment to each eligible employee who was in a continual employment relationship with the~~
44 ~~University prior to May 7, 2019, who remains in a continual employment relationship at the~~
45 ~~date of implementation, and whose most recent evaluation, if provided, was Satisfactory or~~
46 ~~above. This one-time payment will be distributed on the November 22, 2019, pay date.~~

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

48

49 **23.4 Annual Incentive Award Programs.** Incentive Award Programs recognize and
50 promote employee excellence and productivity that respond to and support the mission of
51 the University of Central Florida, including its strategic initiatives and ~~five~~-key goals. The
52 provost or his or her designee shall give final approval for awards to successful faculty.
53 Each year, the University shall make available to eligible employees 115 Incentive Awards.
54 The awards shall be distributed to awardees in the next award cycle after ratification of this
55 document as set forth below. Regardless of contract length (9 months through 12 months),
56 award recipients shall receive a one-time award of \$5,000 as soon as practicable and a
57 \$5,000 increase to their salary effective at the beginning of the succeeding academic year.
58 Employees on visiting and other temporary appointments are not eligible for incentive
59 awards. Employees on non-E&G funding will be eligible for the increase depending on
60 availability of funds. All full-time employees in the appropriate discipline with at least four
61 years of continuous, non-OPS service at UCF immediately prior to the current year are
62 eligible.

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

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

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

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

84 (e) Incentive Award Selection.

85 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs shall
86 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 in the current cycle for a
88 particular award shall not be eligible to serve on the committee. A committee chairperson
89 for each incentive award program shall be elected by and from the college/unit committee.
90 The chairperson shall charge the committee that members shall only consider the merits of
91 the application. No additional outside information or discussion of position, e.g., instructor
92 vs. tenure track employee, past awards, current salary, etc., may be considered, nor may
93 additional criteria be used. The committee shall review the award applications and shall
94 submit a ranked list of recommended employees to the dean or dean’s representative. In
95 ranking the applicants, committee members shall only consider the merits of the application.

96 a. Each committee member shall review all applications and transmit a
97 preliminary ranking to the committee chair. Committee members may rank as many
98 applicants as they deem merit the award, with the highest rank given to the top candidate
99 (i.e., the highest rank equals the number of applicants, N), the next highest rank being N-1,
100 and so on. Applications that are not deemed acceptable for an award by a committee
101 member shall be left unranked in that committee member's rankings.

102 b. In larger colleges or units, subcommittees may be formed from the committee
103 at-large in the interest of efficient evaluation of the incentive award applications. Each
104 subcommittee must include at least three members, and every member of the committee at-
105 large must serve on a subcommittee. The applications to be reviewed shall be equitably
106 partitioned among the subcommittees. The subcommittees shall follow the ranking
107 procedure outlined above to determine which applications they recommend to the
108 committee at-large. Then the committee at-large shall be convened to review the
109 applications recommended by the subcommittees.

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

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

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

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

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

126 h. The committee chair shall transmit this ranked list to the dean or dean's
127 representative, or unit head who reviews and approves the awards. If the selection
128 committee awards fewer than the number of awards available or if the dean or unit head
129 does not approve an award from the list submitted by the selection committee, then the
130 award(s) shall be retained in the same college or unit for one additional cycle before it is
131 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
134 Undergraduate Studies, the College of Graduate Studies, an institute or center. These
135 employees shall be grouped together for purposes of calculating the number of awards
136 available for each award category. The college committee shall consist of a member from
137 each of the units represented.
138

139 j. Equivalent Allocation to Units Ineligible for TIP, RIA and SoTL Awards. The
140 employees in the following units are ineligible to compete for the TIP, RIA and SoTL annual
141 incentive awards: University Libraries, Center for Distributed Learning, and . To provide
142 equitable opportunity for recognition of the excellence and productivity of these employees,
143 an equivalent pool of merit-based salary increases shall be made available for distribution
144 within these specific units. These funds shall be in addition to any other merit salary
145 increases distributed to the entire bargaining unit.

146 Eligibility. An employee in one of the designated units is eligible under this
147 Section if he or she received an Above Satisfactory or Outstanding on his or her
148 most recent annual evaluation and is still employed at the University on the date of
149 BOT ratification.

150 Distribution. These special merit salary increases for eligible employees shall
151 be calculated as a percentage of their base salary. Such increases shall be
152 distributed proportionately to those employees whose most recent annual
153 evaluations are Above Satisfactory or Outstanding in a ratio of 1.0 for Above
154 Satisfactory and 1.7 for Outstanding.

155 Calculation of Unit's Funds to Distribute. Each year the pool of funds for a
156 specific unit shall be calculated by multiplying the number of employees in the unit
157 by \$500, e.g., a unit with 40 employees would distribute \$20,000 in merit salary
158 increases allocated proportionately among the eligible employees whose most
159 recent annual evaluations are Above Satisfactory or Outstanding.

160
161 **23.5 Excellence Awards.** The University shall implement the merit-based bonuses set
162 forth below to recognize and promote employee excellence and productivity that respond to
163 and support the mission of the University of Central Florida.

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

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

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

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

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

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

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

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

191 (c) Excellence Awards. All full-time employees in the appropriate discipline with at least
192 three years of continuous non-visiting, non-OPS service at UCF immediately prior to the
193 current year are eligible, except for employees who have received a college or university
194 excellence award in the past three academic years in the category for which they are
195 applying. For some Excellence awards, additional eligibility criteria are specified below.
196 Award recipients shall receive a one-time payment of \$2,000. Each academic year, the
197 University shall award Excellence in Undergraduate Teaching awards, one University
198 Award for Excellence in Undergraduate Teaching, Excellence in Graduate Teaching
199 awards, one University Award for Excellence in Graduate Teaching, one University Award
200 for Excellence in Faculty Academic Advising, Excellence in Research awards, ~~one-four~~
201 University Distinguished Research awards for excellence in one of the following categories:
202 Creative Arts & Humanities, Social Sciences, Physical Sciences, and Life/Medical Sciences,
203 one University Award for Excellence in Professional Service, one Excellence in
204 Librarianship award, and one Excellence in Instructional Design award. In addition to the
205 winners of these Excellence Awards, the second-place winners in each category will receive
206 an honorable mention with certificate at the annual Founder's Day Ceremony.

207 (1) Excellence in Undergraduate Teaching awards.

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

211 b. The criteria for evaluating applicants' files shall include three major
212 categories:

- 213 1. Innovations to improve undergraduate teaching;
- 214 2. Undergraduate teaching accomplishments/honors;
- 215 3. Evidence of impact on undergraduate teaching.

216 (2) Excellence in Graduate Teaching Awards.

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

221 b. The criteria for evaluating applicants' files shall include three major
222 categories:

- 223 1. Innovations to improve graduate teaching;
- 224 2. Graduate Teaching Accomplishments/honors;
- 225 3. Evidence of impact on graduate teaching.

226 (3) Excellence in Research Awards

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

229 b. The criteria for evaluating applicants' files shall include three major
230 categories.

- 231 1. cumulative value and impact of research efforts at UCF within the
232 discipline and to society;
- 233 2. Recognition of research impact by the individual's peers in the same or in
234 related disciplines;
- 235 3. Publication/dissemination and presentation of research results.

236 (4) Excellence in Faculty Academic Advising.
237 a. Eligibility. All employees who currently advise and who have advised
238 undergraduate students over the preceding three academic years are eligible.
239 b. The criteria for evaluating applicants' files shall include three major categories:
240 1. Evidence of extra effort to improve advising;
241 2. Evidence that students have been sensitively and appropriately informed
242 and guided concerning career choices and academic opportunities;
243 3. Evidence that the nominee serves as a role model in the pursuit of
244 learning.

245 (5) University Awards for Excellence in Professional Service.
246 a. Eligibility. Employees who are assigned an FTE of 0.10 for professional
247 service duties over the current year and for each of the three preceding academic years are
248 eligible.

249 b. The criteria for evaluating applicants' files shall include three major
250 categories:
251 1. Evidence of effectiveness in service to the university by highlighting
252 leadership contributions;
253 2. Evidence of significant accomplishment in professional organizations in
254 the nominee's discipline;
255 3. Evidence of recognition for outreach activities, service, and leadership
256 contributions to community organizations.

257 (6) Excellence in Librarianship.
258 a. Eligibility. Employees who have served at UCF as a librarian on a permanent
259 line for the current year and at least the three years immediately preceding the current year
260 are eligible.

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

264 (7) Excellence in Instructional Design.
265 a. Eligibility. Must be an instructional designer on a non-visiting, non-OPS 12-
266 month contract at the time of nomination and over the three preceding academic years.

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

271 (8) Recommendations for these awards are made by various committees and are
272 ultimately determined by the president or designee.

273 274 **23.6 Salary Increases for Employees Funded by Contracts and Grants.**

275 (a) Employees on contracts or grants shall receive salary increases equivalent to similar
276 employees on Education and General (E&G) funding, provided that such salary increases
277 are permitted by the terms of the contract or grant and adequate funds are available for this
278 purpose in the contract or grant. In the event such salary increases are not permitted by the
279 terms of the contract or grant, or in the event adequate funds are not provided, the
280 University's representative shall seek to have the contract or grant modified to permit or
281 fund such increases.

282 (b) Nothing contained herein shall prevent employees whose salaries are funded by
283 grant agencies from being allotted raises higher than those provided in this Agreement if
284 such increases are provided by the granting agency.
285

286 **23.7 Administrative Discretion Increases.** From the date of ratification of this
287 document, through August 31, 2021, the University may provide Administrative Discretion
288 Increases up to one and one-half percent (1.5%) of the total salary rate of employees who
289 were in an employment relationship with the University on May 7, 2018. Any Administrative
290 Discretion Increase provided to contract and grant (C&G) employees, any court-ordered or
291 court-approved salary increase, any prevailing wage adjustment for the purpose of
292 qualifying for immigration status, or any salary increase to settle a legitimate, broad-based
293 employment dispute shall not be subject to the terms and limitations of this Section.

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

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

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

304 (d) The University's ability to provide Administrative Discretion Increases shall expire
305 August 31, 2021, and shall not become part of the status quo.
306

307 **23.8 Report to Employees.** All employees shall receive notice of their salary increases
308 prior to implementation.
309

310 **23.9 Type of Payment for Assigned Duties.**

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

314 (b) Duties and responsibilities assigned by the University to an employee that are in
315 addition to the available established FTE for the position shall be compensated through
316 OPS wages, not salary.
317

318 **23.10 Twelve-Month Payment Option.** The parties agree that a twelve-month payment
319 option for 9-month employees shall be offered each year during an annual open enrollment
320 period from April 1 to June 30. If chosen by the employee, this payment option shall
321 become effective for one year starting with the first full pay period beginning after August 8.
322 The plan shall allow for employees to select a fixed savings amount to be deducted from
323 each of the nineteen full bi-weekly paychecks received during the Fall and Spring
324 semesters with a change in that amount to account for those paychecks from which double
325 premiums are deducted. The total savings shall be returned to the employee in equal
326 amounts for the five full bi-weekly paychecks received during the Summer. The University
327 shall provide an online calculator to assist the employee in determining a savings amount
328 and fixed reduction amount that will allow the employee's net paychecks to remain

329 approximately constant. Pay received for supplemental summer assignments shall be
330 unaffected by this plan. This pay plan is subject to tax limitations.

331
332 **23.11 Administrative Salary Stipends.** A temporary salary increase that is provided to
333 an employee as compensation for performing a specific, titled administrative function shall
334 be permitted under this agreement as an Administrative Salary Stipend. At least 14 days
335 prior to the effective date of any Administrative Salary Stipend, the University shall provide
336 UFF a written notification of the stipend which states the name of the employee, the rank
337 and discipline of the employee, the amount of the stipend, and the reason for the stipend.
338 ~~If all or part of the stipend is later added to the employee's salary, the amount so converted~~
339 ~~shall be treated as an Administrative Discretion Increase during the year in which the~~
340 ~~conversion takes place and shall be subject to limitations of that section.~~

341
342 **23.12 Salary Rate Calculation and Payment.** The biweekly salary rate of employees
343 serving on twelve-month appointments shall be calculated by dividing the salary rate by
344 26.1 pay periods.

345
346 **23.14 Compensation currency.** The university receives its budget and disburses
347 monies in U.S. dollars.