

ARTICLE 23 [2016-2017]
[supersedes earlier versions, including 2015-2018]
SALARIES

23.1 Policy. The parties of this Agreement recognize the importance of providing appropriate compensation as an essential component in the delivery of quality higher education programs and quality scholarship that is recognized nationally and internationally. To that end, the parties are committed to working toward the common goals of the University of Central Florida. This policy statement is not subject to Article 20, Grievance Procedure.

23.2 Promotion Increases.

(a) Promotion salary increases shall be granted in an amount equal to 9.0% of the employee's salary as of August 7 of the succeeding academic year 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 _____, and Associate University Librarian;

(3) To Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer, ~~and~~ University Librarian, and University Instructional Designer;

(b) Promotion salary increases shall be effective on August 8 for promotion approved during that year.

23.3 Legislatively Mandated Increases.

(a) No legislatively mandated increases were provided in 2016.

23.4 Other Increases.

(a) Across-the Board Salary Increases. Effective November 18, 2016 for the 2016-2017 year, each eligible employee shall receive a one percent (1%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of November 17, 2016. 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 with the University prior to May 7, 2016; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 2015-16 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 November 18, 2016, all employees eligible for that increase shall receive a one-time payment of \$600 on November 18, 2016, or as soon as practicable thereafter.

(c) Merit Salary Increases. Effective November 18, 2016 for the 2016-2017 year, the University shall provide merit salary increases to each department/unit equal to one ~~and a half percent~~ (1.5%) of the total base salary of employees in the department/unit as of August 12, 2016. All employees who are not members of a department/unit shall be grouped

45 together and treated as a department/unit for the purpose of calculating and providing merit
46 salary increases. Merit salary increases shall be provided to eligible employees in each
47 department/unit who are in an employment relationship with the University prior to May 7,
48 2016; who remain in an in-unit employment relationship at the date of implementation; and
49 who meet the following criteria and procedures.

50 (1) Eligibility. Departments with approved standards may participate in
51 merit increase programs. For the 2016-2017 year, an employee is eligible under this Section
52 if he or she received an *Above Satisfactory* or *Outstanding* on his or her most recent annual
53 evaluation, has had no break in service between May 7, 2016 and the implementation date,
54 and is still employed in unit at the University on the date of BOT ratification.

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

59 (d) Equity Increases. Effective November 418, 2016, for the 2016-2017 year, the
60 University shall provide an amount equal to one-fifth of one percent (0.20%) of the total
61 base salary of all E&G employees as of August 12, 2016 to all full-timeregular, clinical,
62 research, non-visiting employees whose August 12, 2016, 1.0 FTE base salary was less than
63 \$45,000 for those with a Ph.D. or equivalent terminal degree, or less than \$42,000 for all
64 others. Equity increases shall be distributed proportional to the difference between the
65 employee's August 12, 2016 salary and the thresholds above.

66 (1) Eligibility. Departments with approved standards may participate in merit
67 increase programs. For the 2016-2017 year, an employee is eligible under this Section if he
68 or she received a *Satisfactory* or above on his or her most recent annual evaluation, has had
69 no break in service between May 7, 2016 and the implementation date, and is still employed
70 in unit at the University on the date of BOT ratification.

71
72 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and
73 promote employee excellence and productivity that respond to and support the mission of
74 the University of Central Florida, including its strategic initiatives and five key goals. Each
75 year, the University shall make available to eligible employees 100 Incentive Awards. The
76 awards shall be distributed as set forth in Paragraphs (a) through (f) below. Regardless of
77 the contract length (9 months through 12 months), award recipients shall receive a one-time
78 award of \$5,000 as soon as practicable and a \$5,000 increase to their salary effective at the
79 beginning of the succeeding academic year.

80
81 All full-time, regular employees in a college or unit shall be eligible for Incentive Award
82 Programs in their fifth year of continuous service, and beginning in the fifth academic year
83 after receiving a particular incentive award (i.e., every five years). Employees applying for
84 TIPs must meet current productivity criteria. Employees on visiting and other temporary
85 appointments are not eligible for incentive awards. Employees may apply for a TIP, RIA,
86 and one Strategic Initiative Award in any given year.

87 **(a) UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program
88 (“UCF-TIP”) rewards teaching productivity and excellence. Each academic year the
89 University shall make available up to forty-five UCF-TIP awards to employees. The UCF-
90 TIP award recognizes faculty contributions to UCF’s key goals of offering the best
91 undergraduate available in Florida and achieving international prominence in key programs
92 of graduate study.

93 **(b) UCF-Research Incentive Award Program.** The UCF-Research Incentive
94 Award (“UCF-RIA”) program recognizes outstanding research, scholarly, or creative
95 activity that advances the body of knowledge in a particular field, including interdisciplinary
96 research and collaborations. Each academic year the University shall make available up to
97 forty-five UCF-RIA awards to employees. The UCF-RIA award recognizes faculty
98 contributions to UCF’s key goal of achieving international prominence in research and
99 creative activities.

100
101 **(c) Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs use discovery,
102 reflection, and evidence-based methods to research effective teaching and student learning.
103 While the implementation of SoTL outcomes can result in teaching excellence and
104 increasing teaching effectiveness, this award recognizes not teaching excellence but
105 scholarly efforts. For academic year 2016-2017, the University shall make available up to
106 ten (10) SoTL awards. The number of SoTL awards shall decline by one per year to a new
107 baseline of five SoTL awards is established in the 2021-2022 academic year.

108
109 **(d) Applications for Incentive Awards.** Until the Office of Faculty Excellence is
110 able to make applications electronic, applications shall be compiled in a binder with a 1”
111 diameter ring. Binder and divider pockets shall remain empty. Applications shall include the
112 sections listed below compiled on 8.5” x 11” paper, 12 point font, and with 1” margins on
113 all sides.

114 (1) Cover page, including name, job title, department, college, and duration
115 covered by the application.

116 (2) Table of contents, with section numbers.

117 (3) ~~Only the relevant portion (i.e., teaching for TIP, research for RIA and~~
118 ~~SoTL, and service for SPA) of the~~The Annual Chair’s Evaluation or equivalent for the time
119 period represented in the application. The Department Chair shall provide the number of
120 faculty evaluated in each year during that time period, the number of faculty in each
121 category (Outstanding, Above Satisfactory, etc.), and the department/unit’s AESP.

122 (4) A narrative limited to five pages that presents evidence of outstanding
123 achievements within the award program. The narrative may contain relevant materials
124 associated with an Annual Evaluation, as summarized in Article 10.1(d). Information may
125 be summarized in tables and figures. Additional materials (e.g., published works, images of
126 artwork, audio files of musical performances) may be referenced in the narrative and
127 provided in appendices.

128 (5) Appendices that verify information included in the narrative and must be
129 cited within that narrative.

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

131 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award
132 programs shall be elected by and from the unit employees. The committees shall equitably
133 represent the departments or units within them. Employees who plan to apply for a
134 particular award in the current or immediately following cycle shall not be eligible to serve
135 on the committee. A committee chairperson for each incentive award program shall be
136 elected by and from the college/unit committee. The chairperson shall charge the committee
137 that members shall only consider the merits of the application. No additional outside
138 information or discussion of position, e.g., instructor vs. tenure track faculty, past awards,
139 current salary, etc., may be considered. The committee shall review the award applications
140 and shall submit a ranked list of recommended employees to the dean or dean's
141 representative. In ranking the applicants, committee members shall only consider the merits
142 of the application. The committee shall not impose any numerical criteria or weightings
143 during the ranking process, and for completed applications, departures from the
144 specifications in 23.5(e) may impact but shall not disqualify an application.

145 (a) Each committee member shall review all applications and
146 transmit a preliminary ranking to the committee chair. Committee members may rank as
147 many applicants as they deem merit the award, with 1 being the highest, 2 the next highest,
148 and so on. Applications that are not deemed acceptable for an award shall be left unranked.
149 The committee chair shall determine the number of ranked votes for each applicant, the
150 arithmetic mean ranking, and the variance in ranking.

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

155 (c) Following this discussion, the committee shall use a secret ballot
156 to rank candidates using the procedure stated above.

157 (d) A majority of voting committee members must rank an applicant
158 for that employee to be eligible for an incentive award.

159 (e) The applicant with the lowest mean score will have the highest
160 priority for an incentive award, the applicant with the next lowest mean score the next
161 highest priority, and so on, until all applicants who received a majority of votes are ranked.

162 (f) The committee chair will transmit this ranked list to the dean or
163 dean's representative, or unit head who shall have final approval of the awards. If the dean
164 or unit head does not approve an award, it shall be retained in the same college or unit for
165 one cycle before it is returned to the overall pool for apportionment.

166 (g) For purposes of TIP/RIA selection as stated above, "college"
167 shall also include the group of employees whose primary assignment is in the College of
168 Undergraduate Studies, the College of Graduate Studies, an institute or center. These
169 employees shall be grouped together for purposes of calculating the number of awards
170 available for each award category. The college committee shall consist of a member from
171 each of the units represented. In the case of TIP awards, the final decision shall be made by

172 the Vice Provost for Teaching and Learning. In the case of RIAs, the Vice President for
173 Research will be the final decision-maker.

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175 **23.7 Excellence Awards.** The University shall implement the merit-based bonuses set
176 forth below to recognize and promote employee excellence and productivity that respond to
177 and support the mission of the University of Central Florida.

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

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

186 (2) Each academic year, the University shall award up to eight (8) Trustee
187 Chair Professorships.

188 (3) These awards shall be made according to existing criteria and
189 procedures.

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

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

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

196 (3) These awards shall be made according to existing criteria and
197 procedures.

198 (c) Excellence Awards

199 (1) Award recipients shall receive a one-time payment of \$2,000.

200 (2) Each academic year, the University shall award Excellence in
201 Undergraduate Teaching awards, one University Award for Excellence in Undergraduate
202 Teaching, Excellence in Graduate Teaching awards, one University Award for Excellence in
203 Graduate Teaching, two University Awards for Excellence in Faculty Academic Advising,
204 one University Award for Excellence in Professional Academic Advising, Excellence in
205 Research awards, one University Distinguished Research award, two University Awards for
206 Excellence in Professional Service, one Excellence in Librarianship award and one
207 Excellence in Instructional Design award.

208 (3) These awards shall be made according to existing criteria and
209 procedures.

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213 **23.8 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

224
225 **23.9 Administrative Discretion Increases.** On September 1, 2016 through August 31
226 2017, the University may provide Administrative Discretion Increases up to one and one-
227 half percent (1.5%) of the total salary rate of Education and General (E&G) employees who
228 were in an employment relationship with the University on May 7, 2016. Any
229 Administrative Discretion Increase provided to contract and grant (C&G) employees, any
230 court-ordered or court-approved salary increase, any prevailing wage adjustment for the
231 purpose of qualifying for immigration status, or any salary increase to settle a legitimate,
232 broad-based employment dispute shall not be subject to the terms and limitations of this
233 Section.

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

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

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

244 (d) The University's ability to provide Administrative Discretion Increases shall
245 expire August 31, 2017, and shall not become part of the status quo.

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247 **23.10 Report to Employees.** All employees shall receive notice of their salary increases
248 prior to implementation.

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250 **23.11 Type of Payment for Assigned Duties.**

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

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

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258 **23.12 Twelve-Month Payment Option.** The parties agree that a twelve-month payment
259 option for 9-month employees shall be offered each year during an annual open enrollment
260 period from April 1 to June 30. If chosen by the employee, this payment option shall
261 become effective for one year starting with the first full pay period beginning after August
262 8. The plan shall allow for employees to select a fixed savings amount to be deducted from
263 each of the nineteen (19) full bi-weekly paychecks received during the Fall and Spring
264 semesters with a change in that amount to account for those paychecks from which double
265 premiums are deducted. The total savings shall be returned to the employee in equal
266 amounts for the five (5) full bi-weekly paychecks received during the Summer semester.
267 The University shall provide an online calculator and assistance as reasonable, taking into
268 account time and resources, to assist the employee in determining a savings amount and
269 fixed reduction amount that will allow the employee's net paychecks to remain
270 approximately level across the 24 pay periods. Pay received for supplemental summer
271 assignments shall be unaffected by this plan. This pay plan is subject to tax limitations.
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273 **23.13 Administrative Salary Stipends.** A temporary salary increase which is provided to
274 an employee as compensation for performing a specific, titled administrative function shall
275 be permitted under this agreement as an Administrative Salary Stipend. At least 14 days
276 prior to the effective date of any Administrative Salary Stipend, the University shall provide
277 UFF a written notification of the stipend which states the name of the employee, the rank
278 and discipline of the employee, the amount of the stipend, and the reason for the stipend. If
279 all or part of the stipend is later added to the employee's salary, the amount so converted
280 shall be treated as an Administrative Discretion Increase during the year in which the
281 conversion takes place and shall be subject to limitations of that section.
282

283 **23.14 Salary Rate Calculation and Payment.** The biweekly salary rate of employees
284 serving on twelve (12) month (calendar year) appointments shall be calculated by dividing
285 the calendar year salary rate by 26.1 pay periods.