

N. B. Highlighted text was inserted or adapted from the BOT handout distributed on 2016-03-03

ARTICLE 23

SALARIES

23.1 Policy. The parties of this Agreement recognize the importance of providing appropriate compensation as an essential component of quality higher education programs and in recruiting and retaining faculty who are 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 previous year's base salary ~~rate~~ 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 August 8, 2016, each eligible employee shall receive a one and three-quarters ~~(1.75%)~~ percent (1.75%) increase to the employee's base salary. The increase will be calculated using the employee's salary as of August 7, 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 an employment relationship at the date of implementation. Employees employed in 2015 that meet the above qualifications and were not evaluated shall be provided with an evaluation for that period and shall be eligible for the increase.

(b) **Equity Increases.** Effective August 8, 2016 for the 2016-2017 year, the University shall provide an amount equal to one-fifth of one percent (0.20%) of the total base salary of all employees to all full-time, non-visiting employees whose August 7, 2016, 9-month salary was less than \$45,000 for those with a Ph.D. or equivalent terminal degree or less than \$42,000 for all others; or whose 12-month salary was less than \$60,000 for those with a Ph.D. or equivalent degree or less than \$56,000 for all others. Equity increases shall be distributed proportional to the difference between the employee's August 7, 2016 salary and the thresholds above.

(c) **Merit Salary Increases.** Effective August 8, 2016, the University shall provide merit salary increases to each department/unit equal to one and three-quarters percent (1.75%) of the total base salary of employees in the department/unit as of August 7, 2016. All employees who are not members of a department/unit shall be grouped together and treated as a department/unit for the purpose of calculating and providing merit salary increases. Merit salary increases shall be provided to eligible employees in each department/unit who are in an employment relationship with the University prior to May 7, 2016; who remain in an in-unit employment relationship at the date of implementation; and meet the following criteria and procedures.

(1) **Eligibility.** Departments with approved standards may participate in merit increase programs. For the 2016-2017 year, an employee is eligible under this Section if he or she received an *Above Satisfactory* or *Outstanding* on his or her most recent annual evaluation and is still employed in unit at the University on the date of BOT ratification.

(2) **Distribution.** The merit salary increases for eligible employees shall be calculated as a percentage of their base salary. Such increases shall be distributed proportionately to those employees whose most recent annual evaluations are *Above Satisfactory* or *Outstanding* in a ratio of 1.0 for *Above Satisfactory* and 1.5 for *Outstanding*.

(d) **Parity.** Should any systematic raise or raise pool be made available to any other group of University employees, the same systematic raise or raise pool shall be given to in-unit employees.

23.5 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. Incentive Award Programs shall be implemented as set forth in Paragraphs (a) through (h) below. Regardless of contract length (9 months through 12 months), award recipients shall receive a \$5,000 increase to their base salary at the end of the academic year in which the award was given, plus a one-time award of \$5,000 on that date, in lieu of a retroactive payment. The president shall give final approval for awards to successful employees.

(a) UCF-Teaching Incentive Program. The UCF-Teaching Incentive Program (“UCF-TIP”) rewards teaching productivity and excellence. Each academic year the University shall award-make available forty-five new UCF-TIP awards to employees (additional awards shall be given as a result of rounding, e.g., a college allocated 5.5 awards shall round up to 6 awards), in addition to recycled awards. Employees applying for TIPs must meet at least one of the productivity criteria below and all employees will be notified of their eligibility (or lack thereof) annually.

(1) Total Credit Hour Productivity (CHP) or total Graduate Hour Productivity (GHP) must be at or above the college or department (or school), “unit”, or program median. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated during academic semesters in which the employee had a teaching assignment (e.g.i.e., excluding sabbaticals, professional development leave, parental or medical leave). For CHP, SCH is defined as the total student credit hours (total = undergraduate plus graduate) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (graduate only) from the final end of semester assignment reports. In either case, SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses.

(2) Total Credit Hour Productivity (CHP) or total Graduate Hour Productivity (GHP) must be at or above the college or department (or school), “unit”, or program median for individualized instruction such as independent studies, practicums, internships, honors in the major, supervised research, dissertations and theses.

(b) UCF-Research Incentive Award program. The UCF-Research Incentive Award (“UCF-RIA”) program recognizes outstanding research and, scholarship, or creative activity that advances the body of knowledge in a particular field, including interdisciplinary research and impactful collaborations. Each academic year the University shall award-make available forty-five new UCF-RIA awards to employees (additional awards shall be given as a result of rounding, e.g., a college allocated 5.5 awards shall round up to 6 awards), in addition to recycled awards.

(c) Scholarship of Teaching and Learning program. The Scholarship of Teaching and Learning (SoTL) program recognizes success in research related to the scholarship of teaching and learning. Each academic year In 2016-2017, the University shall award-make available ten new SoTL awards in addition to recycled awards. The number of new SoTL awards shall decline by one per year to a new baseline of five new SoTL awards is established in the 2021-2022 academic year, in addition to recycled awards.

(d) UCF-Service and Partnership Award program. The UCF-Service and Partnership Award (“UCF-SPA”) program recognizes outstanding contributions to service, and at all levels of the university as well as to the larger community and partner organizations to partnerships in the community and abroad that transform lives. The SPA Award recognizes faculty contributions to the University’s goal of being America’s leading partnership university. Each academic year the University shall award-make available ten new UCF-SPA awards to employees, in addition to recycled awards.

(e) UCF-Creative and Performing Arts program. The UCF-Creative and Performing Arts program (“UCF-CPA”) program recognizes outstanding contributions in film-making, screenwriting, visual arts, video game design, creative writing, art and the performing arts. Each academic year the University shall award-make available ten new UCF-CPA awards in addition to recycled awards.

(f) **Recycled awards.** TIP and RIA awards that are not allocated by a college selection committee shall be recycled within its college the next year. All other recycled TIP and RIA awards shall be pooled at the university level and distributed in proportion to the number of applicants in each college. This procedure is being implemented to dampen year-to-year fluctuations in the number of awards available within a college.

(g) **Eligibility.** All full-time, regular employees in a college or unit shall be eligible for Incentive Award Programs in their fifth year of continuous service, and beginning in the fifth academic year after receiving a particular Incentive Award (i.e., every five years). “College” shall also include the group of employees whose primary assignment is in the College of Undergraduate Studies, the College of Graduate Studies, the library, an institute or center. These employees shall be grouped together for purposes of calculating the number of awards available for each award category. The college committee for this group shall consist of a member from each of the units represented. Employees

on visiting and other temporary appointments are not eligible for incentive awards. Employees may apply for up to three incentive awards in any given year.

(gh) Deadlines.

- (1) UCF-SoTL, SPA, and CPA applications shall be due on the last Friday in January.
- (2) UCF RIA applications shall be due on the second Friday in February.
- (3) UCF TIP applications shall be due on the Friday following Spring Break.

~~(4) Applications shall be due at midnight, Orlando time and late applications shall not be accepted.~~

~~(5) If the on-line application system malfunctions, applications shall be due on the next practicable work day after the system is restored.~~

(hi) Applications. Until the Office of Faculty Excellence is able to make applications electronic,

applications shall be compiled in a binder with a 1" diameter ring. Binder and divider pockets shall remain empty. Applications shall include the sections listed below compiled on 8.5" x 11" paper, 12 point font, and with 1" margins on all sides. Applications shall be completed on-line and include the five sections below:

- (1) Cover page, including name, job title, department, college, and duration covered by the application.
- (2) Table of contents, with section numbers.
- (3) Only the relevant portion (i.e., teaching for TIP, research for RIA and SoTL, and service for SPA) of

the Annual Chair's Evaluation or equivalent for the time period represented in the application. The Department Chair shall provide the number of faculty evaluated in each year during that time period, the number of faculty in each category (Outstanding, Above Satisfactory, etc.), and the department AESP methodology and criteria for evaluating that portion of the employee's annual evaluation.

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

- (5) Appendices that verify information included in the narrative and must be cited in it.

(hj) Selection. A college or unit committee for each incentive award program shall be elected from the college or unit employees. The committees shall equitably represent the departments or units within them. ~~The committee shall equitably represent the departments or units within it~~ and committee members shall serve two-year terms. Terms shall be staggered to provide some continuity. Employees who plan to apply for a particular award in the current or immediately following cycle in that year or the subsequent year 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 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 faculty, past awards, current salary, etc., may be considered. The committee shall have at least four weeks to review incentive award applications, and shall submit a ranked list of recommended employees to the dean or dean's representative. In ranking the applicants, committee members shall only consider the merits of the application. The committee shall not impose any numerical criteria or weightings during the ranking process, and departures from the specifications in 23.5(h) shall not disqualify an application. Applications that deviate from the specifications in 23.5(i) may not be viewed favorably by the selection committee.

(1) Each committee member shall review all applications and transmit a preliminary ranking to the committee chair. Committee members ~~may shall~~ rank as many applicants as they deem merit ~~receiving~~ the award, with ~~the highest~~ rank given to the top candidate (i.e., the highest rank equals the number of applicants, N), 2- the next highest rank being N - 1, and so on. Applications ~~that are~~ not deemed ~~acceptable for to merit~~ an award shall be left unranked.

(2) Committee members shall not rank, vote on or discuss applicants within their own department, unit or program; or in any case where a conflict of interest exists, as defined in Article 19 of this agreement.

(3) The committee chair shall determine the number of ranked votes for each applicant, the arithmetic mean ranking score, and the variance in ranking score. The committee chair shall convene the committee and review their initial ranking scores. Discussion shall be limited to information contained in the application and may focus on applicants with a large variance in ranking scores, to try to identify the cause of and reduce disparate rankings.

(4) Following this discussion, the committee shall use a secret ballot to rank candidates using the procedure in 23.5(~~f~~)(1).

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

(6) The applicant with the ~~lowest-highest~~ mean ~~score-rank shall~~ will have the highest priority for an incentive award,

the applicant with the next ~~lowest-highest~~ mean ~~score-rank shall have~~ the next highest priority, and so on, until all applicants who received a majority of votes are ranked.

~~(7) In the case of a tie vote that must be resolved to allocate available awards, the committee shall vote on just the tied candidates. The candidate with the most votes shall be ranked ahead of those with fewer votes. Voting shall continue using this procedure until all such ties are resolved.~~

~~(78)~~ The committee chair will transmit the ~~finalis~~-ranked list to the dean or dean's representative, who shall forward it to the president for approval.

~~(89)~~ If more awards are available within a college or unit than the number of recommended applicants, surplus awards shall be recycled within that college or unit in the next year.

~~(10) Applications approved for awards shall be available for public review before being returned to applicants. Evaluatory and other confidential portions of the application shall be removed from the public version.~~

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

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

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

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

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

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

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

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

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

(c) **Excellence Awards**

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

(2) Each academic year, the University shall award Excellence in Undergraduate Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two University Awards for Excellence in Faculty Academic Advising, one University Award for Excellence in Professional Academic Advising, Excellence in Research awards, one University Distinguished Research award, two University Awards for Excellence in Professional Service, one Excellence in Librarianship award and one Excellence in ~~Distributed Learning~~Instructional Design award

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

23.7 Salary Increases for Employees Funded by Contracts and Grants.

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

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

23.8 Administrative Discretion Increases. On May 31, 2016 through August 7, 2017, the University may provide Administrative Discretion Increases up to one and one-half percent (1.5%) of the total salary rate of Education and

General (E&G) employees who were in an employment relationship with the University on May, 7, 2016. Any Administrative Discretion Increase provided to contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing wage adjustment for the purpose of qualifying for immigration status, or any salary increase to settle a legitimate, broad-based employment dispute shall not be subject to the terms and limitations of this Section.

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

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

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

(d) The University's ability to provide Administrative Discretion Increases shall expire August 7, 2017, and shall not become part of the status quo.

23.9 Report to Employees. All employees shall receive notice of their salary increases prior to implementation.

23.10 Type of Payment for Assigned Duties.

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

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

23.11 Twelve-Month Payment Option.

(a) The parties agree that a twelve-month payment option for returning 9-month employees shall be offered each year during an annual open enrollment period from April 1 to June 30. If chosen by the employee, this payment option shall become effective the first full pay period beginning after August 8. The plan shall allow employees to select a fixed savings amount to be deducted from each of the nineteen (19) full bi-weekly paychecks received during the Fall and Spring semesters with a change in that amount to account for those paychecks from which double premiums are deducted. The total savings shall be returned to the employee in equal amounts for the five (5) full bi-weekly paychecks received during the Summer semester. The University shall provide an online calculator and assistance as reasonable, taking into account time and resources, to assist the employee in determining a savings amount and fixed reduction amount that will allow the employee's net paychecks to remain approximately level across the 24 pay periods. Pay received for supplemental summer assignments shall be unaffected by this plan. This pay plan is subject to tax limitations.

(b) New employees with 9-month contracts shall be offered the twelve-month payment option with their initial employment agreement described in Article 8.3.

23.12 Administrative Salary Stipends. A temporary salary increase that is provided to an employee as compensation for performing a specific, titled administrative function shall be permitted under this agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of any Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend which states the name of the employee, the rank and discipline of the employee, the amount of the stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's base salary, the amount so converted shall be treated as an Administrative Discretion Increase during the year in which the conversion takes place and shall be subject to Section 23.8.

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