

**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 on August 8 following that promotion 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 \_\_\_\_\_, Associate Instructional Designer, and Associate University Librarian;

(3) To Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer, ~~and~~ University Librarian, and University Senior 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~~ December 16, 2016, for the 2016-2017 year, each eligible employee shall receive a one percent (1.0%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of ~~November 17~~ December 16, 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 December 16, 2016, all employees eligible for that increase shall receive a one-time payment of \$600 on November 18, December 16, 2016, or as soon as practicable thereafter.

(c) Merit Salary Increases. Effective ~~November 18~~ December 16, 2016, for the 2016-2017 year, the University shall provide merit salary increases to each department/unit equal to one and one-half percent ~~and a half percent~~ (1.50.5%) 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 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,

47 2016; who remain in an in-unit employment relationship at the date of implementation; and who  
48 meet the following criteria and procedures.

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

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

58 (d) Equity Increases. Effective ~~November 18, December 16,~~ -2016, for the 2016-2017  
59 year, the University shall provide an amount equal to one-fifth of one percent (0.20%) of the total  
60 base salary of all E&G employees as of August 12, 2016 to all ~~full-time~~ regular, clinical, research,  
61 non-visiting employees whose August 12, 2016, 1.0 FTE base salary was less than \$45,000 for  
62 those with a Ph.D. or equivalent terminal degree, or less than \$42,000 for all others or whose 12-  
63 month salary was less than \$60,000 for those with a Ph.D. or equivalent degree or less than \$56,000  
64 for all others. Equity increases shall be distributed proportionately to the difference between the  
65 employee's August 12, 2016 salary and the thresholds above.

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67 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote  
68 employee excellence and productivity that respond to and support the mission of the University of  
69 Central Florida, including its strategic initiatives and five key goals. Each year, the University shall  
70 make available to eligible employees ~~100~~120 Incentive Awards. The awards shall be distributed as  
71 set forth in Paragraphs (a) through (f) below. Regardless of the contract length (9 months through  
72 12 months), award recipients shall receive a one-time award of \$5,000 as soon as practicable and a  
73 \$5,000 increase to their salary effective at the beginning of the succeeding academic year.  
74 ~~Employees applying for TIPs must meet current productivity criteria.~~ Employees on visiting and  
75 other temporary appointments are not eligible for incentive awards. ~~Employees may apply for a~~  
76 ~~TIP, RIA, and one Strategic Initiative Award in any given year.~~

77 (a) **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program ("UCF-  
78 TIP") rewards teaching productivity and excellence. Each academic year the University shall make  
79 available up to ~~forty~~fifty-five UCF-TIP awards to employees. The UCF-TIP award recognizes  
80 faculty contributions to UCF's key goals of offering the best undergraduate education available in  
81 Florida and achieving international prominence in key programs of graduate study. Employees  
82 applying for TIPs must meet current productivity criteria.

83 (b) **UCF-Research Incentive Award Program.** The UCF-Research Incentive Award  
84 ("UCF-RIA") program recognizes outstanding research, scholarly, or creative activity that advances  
85 the body of knowledge in a particular field, including interdisciplinary research and collaborations.  
86 Each academic year the University shall make available up to ~~fifty~~forty-five UCF-RIA awards to  
87 employees. The UCF-RIA award recognizes employee ~~faculty~~ contributions to UCF's key goal of  
88 achieving international prominence in research and creative activities.

89 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs use discovery,  
90 reflection, and evidence-based methods to research effective teaching and student learning. While  
91 the implementation of SoTL outcomes can result in teaching excellence and increasing teaching  
92 effectiveness, this award recognizes not teaching excellence but scholarly efforts. For academic  
93 year 2016-2017, the University shall make available up to ten (10) SoTL awards. The number of

94 SoTL awards shall decline by one per year to a new baseline of five SoTL awards ~~is established~~ in  
95 the 2021-2022 academic year.

96  
97 (d) **Applications for Incentive Awards.** Until the Office of Faculty Excellence is able  
98 to make applications electronic, applications shall be compiled as follows:

99 (1) ~~in~~ In a binder with a 1” diameter ring. Binder and divider pockets shall remain  
100 empty. Applications shall include the sections listed below compiled on 8.5” x 11” paper, 12 point  
101 font, and with 1” margins on all sides.

102 (2) ~~Cover page, including name, job title, department, college, and duration~~  
103 covered by the application.

104 (2)(3) ~~Table of contents, with section numbers.~~

105 (3)(4) ~~Only the relevant portion (i.e., teaching for TIP, research for RIA and SoTL,~~  
106 ~~and service for SPA) of the~~The Annual Chair’s Evaluations or equivalent for the time period  
107 represented in the application. The Department Chair shall provide the number of faculty evaluated  
108 in each year during that time period, the number of faculty in each category (Outstanding, Above  
109 Satisfactory, etc.), and the department/unit’s AESP.

110 (4)(5) A narrative limited to five pages that presents evidence of outstanding  
111 achievements within the award program. The narrative may contain relevant materials associated  
112 with an Annual Evaluation, as summarized in Article 10.1(d). Information may be summarized in  
113 tables and figures. Additional materials (e.g., published works, images of artwork, audio files of  
114 musical performances) may be referenced in the narrative and provided in appendices.

115 (5)(6) Appendices that verify information included in the narrative ~~and~~ must be cited  
116 within that narrative.

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

118 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs  
119 shall be elected by and from the unit employees. The committees shall equitably represent the  
120 departments or units within them. Employees who plan to apply for a particular award in the current  
121 or immediately following cycle shall not be eligible to serve on the committee. A committee  
122 chairperson for each incentive award program shall be elected by and from the college/unit  
123 committee. The chairperson shall charge the committee that members shall only consider the merits  
124 of the application. No additional outside information or discussion of position, e.g., instructor vs.  
125 tenure track faculty, past awards, current salary, etc., may be considered. The committee shall  
126 review the award applications and shall submit a ranked list of recommended employees to the dean  
127 or dean’s representative. In ranking the applicants, committee members shall only consider the  
128 merits of the application. The committee shall not impose any numerical criteria or weightings  
129 during the ranking process, and for completed applications, departures from the specifications in  
130 23.5(ed) may impact but shall not disqualify an application.

131 (a) Each committee member shall review all applications and transmit a  
132 preliminary ranking to the committee chair. Committee members may rank as many applicants as  
133 they deem merit the award, with ~~1 being~~ the highest rank given to the top candidate (i.e., the highest  
134 rank equals the number of applicants, N), 2-the next highest rank being N-1, and so on. Applications  
135 that are not deemed acceptable for an award shall be left unranked. ~~The committee chair shall~~  
136 ~~determine the number of ranked votes for each applicant, the arithmetic mean ranking, and the~~  
137 ~~variance in ranking.~~

138 (b) The committee chair shall convene the committee and review their  
139 initial rankings. Discussion shall be limited to information contained in the application and may

140 focus on applicants with a large variance in rankings, to try to identify the cause of and reduce  
141 disparate rankings.

142 (c) Following this discussion, the committee shall use a secret ballot to  
143 rank candidates using the procedure stated above in this section.

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

146 (e) The applicant with the ~~highest~~lowest mean score will have the highest  
147 priority for an incentive award, the applicant with the next ~~highest~~lowest mean score the next  
148 highest priority, and so on, until all applicants who received a majority of votes are ranked in order.

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

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

157 (hg) If the number of previously awarded but relinquished (e.g., due to  
158 retirement or resignation) ~~Recycled-TIP and RIA awards~~ exceeds fifty in any year, then the awards  
159 beyond fifty shall be pooled at the university level, along with the new awards for that year, and  
160 distributed in proportion to the number of eligible faculty in each college.

161 (i) For purposes of TIP/RIA selection as stated above, "college" shall  
162 also include the group of employees whose primary assignment is in the College of Undergraduate  
163 Studies, the College of Graduate Studies, an institute or center. These employees shall be grouped  
164 together for purposes of calculating the number of awards available for each award category. The  
165 college committee shall consist of a member from each of the units represented. In the case of TIP  
166 awards, the final decision shall be made by the Vice Provost for ~~Teaching and Learning~~Faculty  
167 Excellence & International Affairs and Global Strategies. In the case of RIAs, the Vice President for  
168 Research will be the final decision-maker.

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170 **23.76 Excellence Awards.** The University shall implement the merit-based bonuses set forth  
171 below to recognize and promote employee excellence and productivity that respond to and support  
172 the mission of the University of Central Florida.

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

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

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

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

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

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

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

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

190 (c) Excellence Awards

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

192 (2) Each academic year, the University shall award Excellence in Undergraduate  
193 Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in  
194 Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two  
195 University Awards for Excellence in Faculty Academic Advising, one University Award for  
196 Excellence in Professional Academic Advising, Excellence in Research awards, one University  
197 Distinguished Research award, two University Awards for Excellence in Professional Service, one  
198 Excellence in Librarianship award and one Excellence in Instructional Design award.

199 (3) These awards shall be made according to existing criteria and procedures  
200 published by the Office of Faculty Excellence.

201

202 **23.87 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

212

213 **23.98 Administrative Discretion Increases.** On September 1, 2016 through August 31, 2017, the  
214 University may provide Administrative Discretion Increases up to one and one-half percent (1.5%)  
215 of the total salary rate of Education and General (E&G) employees who were in an employment  
216 relationship with the University on May 7, 2016. Any Administrative Discretion Increase provided  
217 to contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any  
218 prevailing wage adjustment for the purpose of qualifying for immigration status, or any salary  
219 increase to settle a legitimate, broad-based employment dispute shall not be subject to the terms and  
220 limitations of this Section.

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

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

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

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

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233 **23.109 Report to Employees.** All employees shall receive notice of their salary increases prior to  
234 implementation.  
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236 **23.110 Type of Payment for Assigned Duties.**

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

240 (b) Duties and responsibilities assigned by the University to an employee that are in  
241 addition to the available established FTE for the position shall be compensated through OPS wages,  
242 not salary.  
243

244 **23.112 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for  
245 9-month employees shall be offered each year during an annual open enrollment period from April  
246 1 to June 30. If chosen by the employee, this payment option shall become effective for one year  
247 starting with the first full pay period beginning after August 8. The plan shall allow for employees  
248 to select a fixed savings amount to be deducted from each of the nineteen (19) full bi-weekly  
249 paychecks received during the Fall and Spring semesters with a change in that amount to account  
250 for those paychecks from which double premiums are deducted. The total savings shall be returned  
251 to the employee in equal amounts for the five (5) full bi-weekly paychecks received during the  
252 Summer semester. The University shall provide an online calculator and assistance as reasonable,  
253 taking into account time and resources, to assist the employee in determining a savings amount and  
254 fixed reduction amount that will allow the employee's net paychecks to remain approximately level  
255 across the 24 pay periods. Pay received for supplemental summer assignments shall be unaffected  
256 by this plan. This pay plan is subject to tax limitations.  
257

258 **23.123 Administrative Salary Stipends.** A temporary salary increase which is provided to an  
259 employee as compensation for performing a specific, titled administrative function shall be  
260 permitted under this agreement as an Administrative Salary Stipend. At least 14 days prior to the  
261 effective date of any Administrative Salary Stipend, the University shall provide UFF a written  
262 notification of the stipend which states the name of the employee, the rank and discipline of the  
263 employee, the amount of the stipend, and the reason for the stipend. If all or part of the stipend is  
264 later added to the employee's salary, the amount so converted shall be treated as an Administrative  
265 Discretion Increase during the year in which the conversion takes place and shall be subject to  
266 limitations of that section.  
267

268 **23.143 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on  
269 twelve (12) month (calendar year) appointments shall be calculated by dividing the calendar year  
270 salary rate by 26.1 pay periods.