

**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, 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 and one-half percent (1.5%) 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 one-half percent (1.5%) of the total base salary of employees in the department/unit as of August 12/November 17, 2016. All employees who are not members of a department/unit

45 shall be grouped together and treated as a department/unit for the purpose of calculating and  
 46 providing merit salary increases. Merit salary increases shall be provided to eligible  
 47 employees in each department/unit who are in an employment relationship with the  
 48 University prior to May 7, 2016; who remain in an in-unit employment relationship at the  
 49 date of implementation; and 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 1.7-5 for  
 59 *Outstanding*.

60 (d) Equity Increases. Effective November 18, 2016, for the 2016-2017 year, the  
 61 University shall provide an amount equal to one-fifth of one percent (0.20%) of the total  
 62 base salary of all ~~E&G~~ employees as of ~~August 12~~ November 17, 2016 to all 9-month, full-  
 63 time regular, clinical, research, non-visiting employees whose ~~August 12~~ November 17,  
 64 2016, 1.0 FTE base salary was less than \$45,000 for those with a Ph.D. or equivalent  
 65 terminal degree, or less than \$42,000 for all others; ~~;~~ or whose 12-month salary was less than  
 66 \$60,000 for those with a Ph.D. or equivalent degree or less than \$56,000 for all others.-  
 67 Equity increases shall be distributed proportional to the difference between the employee's  
 68 ~~August 12~~ November 17, 2016 salary and the thresholds above.

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

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

77  
 78 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and  
 79 promote employee excellence and productivity that respond to and support the mission of  
 80 the University of Central Florida, including its strategic initiatives and five key goals. Each  
 81 year, the University shall make available to eligible employees ~~100~~ at least ninety new  
 82 Incentive Awards, plus recycles. The awards shall be distributed as set forth in Paragraphs  
 83 (a) through (f) below. Regardless of the contract length (9 months through 12 months),  
 84 award recipients shall receive a one-time award of \$5,000 ~~as soon as practicable at the end~~  
 85 of the academic year in which the award was given, and a \$5,000 increase to their salary  
 86 effective at the beginning of the succeeding academic year.

87

88 All full-time, regular employees in a college or unit shall be eligible for Incentive Award  
89 Programs in their fifth year of continuous service, and beginning in the fifth academic year  
90 after receiving a particular incentive award (i.e., every five years). “College” shall also  
91 include the group of employees whose primary assignment is in the College of  
92 Undergraduate Studies, the College of Graduate Studies, the library, an institute or center.  
93 These employees shall be grouped together for purposes of calculating the number of  
94 awards available for each award category. The college committee for this group shall consist  
95 of one member from each of the units represented. Employees applying for TIPs must meet  
96 current productivity criteria. Employees on visiting and other temporary appointments are  
97 not eligible for incentive awards.

98  
99 **(a) UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program  
100 (“UCF-TIP”) rewards teaching productivity and excellence. Each academic year the  
101 University shall make available at least forty new UCF-TIP awards to employees, in  
102 addition to recycled awards. Additional awards may be given as a result of rounding (e.g., a  
103 college allocated 5.5 awards rounds up to six awards) and to recognize employee  
104 contributions to UCF’s key goals of offering the best undergraduate education available in  
105 Florida and achieving international prominence in key programs of graduate study. ~~The~~  
106 ~~UCF TIP award recognizes faculty contributions to UCF’s key goals of offering the best~~  
107 ~~undergraduate available in Florida and achieving international prominence in key programs~~  
108 ~~of graduate study.~~ Employees applying for TIPs must meet at least one of the productivity  
109 criteria below and all employees shall be notified of their eligibility (or lack thereof)  
110 annually.

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

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

126 (b) **UCF-Research Incentive Award Program.** The UCF-Research Incentive  
127 Award (“UCF-RIA”) program recognizes outstanding research, scholarly, or creative  
128 activity that advances the body of knowledge in a particular field, including interdisciplinary  
129 research and collaborations. Each academic year the University shall make available at least  
130 forty new UCF-RIA awards to employees, in addition to recycled awards. Additional  
131 awards may be given as a result of rounding (e.g., a college allocated 5.5 awards rounds up  
132 to six awards) and to recognize employee contributions to UCF’s key goal ~~The UCF-RIA~~  
133 ~~award recognizes faculty contributions to UCF’s key goal~~ of achieving international  
134 prominence in research and creative activities.

135  
136 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs use discovery,  
137 reflection, and evidence-based methods to research effective teaching and student learning.  
138 While the implementation of SoTL outcomes can result in teaching excellence and  
139 increasing teaching effectiveness, this award recognizes scholarly efforts rather than not  
140 teaching excellence but scholarly efforts. Each academic year ~~For academic year 2016-~~  
141 ~~2017,~~ the University shall make available up to at least ten new (10) SoTL awards to  
142 employees, in addition to recycled awards. ~~The number of SoTL awards shall decline by one~~  
143 ~~per year to a new baseline of five SoTL awards is established in the 2021-2022 academic~~  
144 ~~year.~~

145  
146 ~~(d) UCF Service and Partnership Awards. The UCF Service and Partnership Award~~  
147 ~~(SPA) program recognizes outstanding contributions to service to the larger community and~~  
148 ~~partner organizations that transform lives. The SPA Award recognizes faculty contributions~~  
149 ~~to the University’s goal of being America’s leading partnership university. Each academic~~  
150 ~~year the University shall award make available ten UCF SPA awards to employees~~

151  
152 (d) **Applications for Incentive Awards.** Until the Office of Faculty Excellence is  
153 able to make applications electronic, applications shall be compiled in a binder with a 1”  
154 diameter ring. Binder and divider pockets shall remain empty. Applications shall include the  
155 sections listed below compiled on 8.5” x 11” paper, 12 point font, and with 1” margins on  
156 all sides.

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

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

160 (3) The Annual Chair’s Evaluation or equivalent for the time period  
161 represented in the application. The Department Chair shall provide the number of faculty  
162 evaluated in each year during that time period, the number of faculty in each category  
163 (Outstanding, Above Satisfactory, etc.), and the department/unit’s AESP.

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

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

172 (e) **Deadlines.**

173 (1) UCF-RIA applications shall be due on the last Friday in January.

174 (2) UCF SoTL applications shall be due on the second Friday in February.

175 (3) UCF TIP applications shall be due on the Friday following Spring Break.

176  
177 (f) **Incentive Award Selection.**

178 Selection. A college or unit committee for each incentive award program shall  
179 be elected from the college or unit employees. The committees shall equitably represent the  
180 departments or units within them. The committee shall equitably represent the departments  
181 or units within it and committee members shall serve two-year terms. Terms shall be  
182 staggered to provide some continuity. Employees who plan to apply for a particular award  
183 in the current or immediately following cycle in that year or the subsequent year shall not be  
184 eligible to serve on the committee. A committee chairperson for each incentive award  
185 program shall be elected by and from the college committee. The chairperson shall charge  
186 the committee that members shall only consider the merits of the application. No additional  
187 outside information or discussion of position, e.g., instructor vs. tenure track faculty, past  
188 awards, current salary, etc., may be considered. The committee shall have at least four  
189 weeks to review incentive award applications and shall submit a ranked list of  
190 recommended employees to the dean or dean's representative. In ranking the applicants,  
191 committee members shall only consider the merits of the application. The committee shall  
192 not impose any numerical criteria or weightings during the ranking process, and departures  
193 from the specifications in 23.5(d) shall not disqualify an application. However, applications  
194 that deviate from the specifications in 23.5(d) may not be viewed favorably by the selection  
195 committee.

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

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

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

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

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

215 (6) The applicant with the highest mean rank shall have the highest priority  
216 for an incentive award, the applicant with the next highest mean rank shall have the next  
217 highest priority, and so on, until all applicants who received a majority of votes are placed in  
218 order.

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

223 (8) The committee chair will transmit the final ranked list to the dean or  
224 dean's representative, who shall forward it to the provost for approval.

225 (9) If more awards are available within a college or unit than the number of  
226 recommended applicants, surplus awards shall be recycled within that college or unit in the  
227 next year.~~(1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs~~  
228 ~~shall be elected by and from the unit employees. The committees shall equitably represent~~  
229 ~~the departments or units within them. Employees who plan to apply for a particular award in~~  
230 ~~the current or immediately following cycle shall not be eligible to serve on the committee. A~~  
231 ~~committee chairperson for each incentive award program shall be elected by and from the~~  
232 ~~college/unit committee. The chairperson shall charge the committee that members shall only~~  
233 ~~consider the merits of the application. No additional outside information or discussion of~~  
234 ~~position, e.g., instructor vs. tenure track faculty, past awards, current salary, etc., may be~~  
235 ~~considered. The committee shall review the award applications and shall submit a ranked~~  
236 ~~list of recommended employees to the dean or dean's representative. In ranking the~~  
237 ~~applicants, committee members shall only consider the merits of the application. The~~  
238 ~~committee shall not impose any numerical criteria or weightings during the ranking process,~~  
239 ~~and for completed applications, departures from the specifications in 23.5(e) may impact but~~  
240 ~~shall not disqualify an application.~~

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

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

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

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

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

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

~~(g) — For purposes of TIP/RIA selection as stated above, "college" shall also include the group of employees whose primary assignment is in the College of Undergraduate Studies, the College of Graduate Studies, 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 shall consist of a member from each of the units represented. In the case of TIP awards, the final decision shall be made by the Vice Provost for Teaching and Learning. In the case of RIAs, the Vice President for Research will be the final decision maker.~~

**23.7 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

298 Teaching, Excellence in Graduate Teaching awards, one University Award for Excellence in  
299 Graduate Teaching, two University Awards for Excellence in Faculty Academic Advising,  
300 one University Award for Excellence in Professional Academic Advising, Excellence in  
301 Research awards, one University Distinguished Research award, two University Awards for  
302 Excellence in Professional Service, one Excellence in Librarianship award and one  
303 Excellence in Instructional Design award.

304 (3) These awards shall be made according to existing criteria and  
305 procedures.  
306

### 307 **23.8 Salary Increases for Employees Funded by Contracts and Grants.**

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

315 (b) Nothing contained herein shall prevent employees whose salaries are funded  
316 by grant agencies from being allotted raises higher than those provided in this Agreement if  
317 such increases are provided by the granting agency.  
318

319 **23.9 Administrative Discretion Increases.** On September 1, 2016 through August 31<sup>7</sup>  
320 2017, the University may provide Administrative Discretion Increases up to one and one-  
321 half percent (1.5%) of the total salary rate of Education and General (E&G) employees who  
322 were in an employment relationship with the University on ~~May 7~~ August 8, 2016. Any  
323 Administrative Discretion Increase provided to contract and grant (C&G) employees, any  
324 court-ordered or court-approved salary increase, any prevailing wage adjustment for the  
325 purpose of qualifying for immigration status, or any salary increase to settle a legitimate,  
326 broad-based employment dispute shall not be subject to the terms and limitations of this  
327 Section.

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

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

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

338 (d) The University's ability to provide Administrative Discretion Increases shall  
339 expire August 31<sup>7</sup>, 2017, and shall not become part of the status quo.

340

341 **23.10 Report to Employees.** All employees shall receive notice of their salary increases  
342 prior to implementation.

343

344 **23.11 Type of Payment for Assigned Duties.**

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

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

351

352 **23.12 Twelve-Month Payment Option.** The parties agree that a twelve-month payment  
353 option for 9-month employees shall be offered each year during an annual open enrollment  
354 period from April 1 to June 30. If chosen by the employee, this payment option shall  
355 become effective for one year starting with the first full pay period beginning after August  
356 8. The plan shall allow for employees to select a fixed savings amount to be deducted from  
357 each of the nineteen ~~(19)~~ full bi-weekly paychecks received during the Fall and Spring  
358 semesters with a change in that amount to account for those paychecks from which double  
359 premiums are deducted. The total savings shall be returned to the employee in equal  
360 amounts for the five ~~(5)~~ full bi-weekly paychecks received during the Summer semester.  
361 The University shall provide an online calculator and assistance as reasonable, taking into  
362 account time and resources, to assist the employee in determining a savings amount and  
363 fixed reduction amount that will allow the employee's net paychecks to remain  
364 approximately level across the 24 pay periods. Pay received for supplemental summer  
365 assignments shall be unaffected by this plan. This pay plan is subject to tax limitations.

366

367 **23.13 Administrative Salary Stipends.** A temporary salary increase which is provided to  
368 an employee as compensation for performing a specific, titled administrative function shall  
369 be permitted under this agreement as an Administrative Salary Stipend. At least 14 days  
370 prior to the effective date of any Administrative Salary Stipend, the University shall provide  
371 UFF a written notification of the stipend which states the name of the employee, the rank  
372 and discipline of the employee, the amount of the stipend, and the reason for the stipend. If  
373 all or part of the stipend is later added to the employee's salary, the amount so converted  
374 shall be treated as an Administrative Discretion Increase during the year in which the  
375 conversion takes place and shall be subject to limitations of that section.

376

377 **23.14 Salary Rate Calculation and Payment.** The biweekly salary rate of employees  
378 serving on twelve ~~(12)~~ month (calendar year) appointments shall be calculated by dividing  
379 the calendar year salary rate by 26.1 pay periods.