

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 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, University Librarian, and Senior Instructional Designer.

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 December 16, 2016, for the 2016-2017 year, each eligible employee shall receive a ~~one-two~~ percent (~~+2.050~~%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of 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 an ~~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~~ equal to the pro-rated across-the-board salary increase from August 8 – December 15, 2016, on- December 16, 2016, or as soon as practicable thereafter.

(c) **Merit Salary Increases.** Effective 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- (1.50%) 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, 2016; who remain in an in-unit employment relationship at the date of implementation; and who meet the following criteria and procedures.

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

52 (2) Distribution. The merit salary increases for eligible employees shall be
53 calculated as a percentage of their base salary. Such increases shall be distributed proportionately to
54 those employees whose most recent annual evaluations are *Above Satisfactory* or *Outstanding* in a
55 ratio of 1.0 for *Above Satisfactory* and 1.75 for *Outstanding*.

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

64
65 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote
66 employee excellence and productivity that respond to and support the mission of the University of
67 Central Florida, including its strategic initiatives and five key goals. The president or her or his
68 designee shall give final approval for awards to the successful faculty.

69 Each year, the University shall make available to eligible employees 120 Incentive Awards.
70 The awards shall be distributed as set forth in Paragraphs (a) through (f) below. Regardless of the
71 contract length (9 months through 12 months), award recipients shall receive a one-time award of
72 \$5,000 as soon as practicable and a \$5,000 increase to their salary effective at the beginning of the
73 succeeding academic year.

74 Employees on visiting and other temporary appointments are not eligible for incentive awards.

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

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

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

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

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

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

103 (3) Table of contents, with section numbers.

104 (4) The Annual Chair's Evaluations or equivalent for the time period represented in
105 the application. The Department Chair shall provide the number of faculty evaluated in each year
106 during that time period, the number of faculty in each category (Outstanding, Above Satisfactory,
107 etc.), and the department/unit's AESP.

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

113 (6) Appendices that verify information included in the narrative must be cited within
114 that narrative.

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

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

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

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

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

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

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

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

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

153 (g) If the number of previously awarded but relinquished (e.g., due to
 154 retirement or resignation) TIP and RIA awards exceeds fifty in any year, then the awards beyond
 155 fifty shall be pooled at the university level, along with the new awards for that year, and distributed
 156 in proportion to the number of eligible faculty in each college.

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

165
 166 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set forth
 167 below to recognize and promote employee excellence and productivity that respond to and support
 168 the mission of the University of Central Florida.

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

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

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

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

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

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

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

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

186 (c) Excellence Awards

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

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

195 (3) These awards shall be made according to existing criteria and procedures
196 published by the Office of Faculty Excellence.
197

198 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

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

205 (b) Nothing contained herein shall prevent employees whose salaries are funded by grant
206 agencies from being allotted raises higher than those provided in this Agreement if such increases
207 are provided by the granting agency.
208

209 **23.8 Administrative Discretion Increases.** On September 1, 2016 through August 31, 2017, the
210 University may provide Administrative Discretion Increases up to one and one-half percent (1.5%)
211 of the total salary rate of Education and General (E&G) employees who were in an employment
212 relationship with the University on May 7, 2016. Any Administrative Discretion Increase provided
213 to contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any
214 prevailing wage adjustment for the purpose of qualifying for immigration status, or any salary
215 increase to settle a legitimate, broad-based employment dispute shall not be subject to the terms and
216 limitations of this Section.

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

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

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

226 (d) The University's ability to provide Administrative Discretion Increases shall expire
227 August 31, 2017, and shall not become part of the status quo.
228

229 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to
230 implementation.
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232 **23.10 Type of Payment for Assigned Duties.**

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

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

239
240 **23.11 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for
241 9-month employees shall be offered each year during an annual open enrollment period from April
242 1 to June 30. If chosen by the employee, this payment option shall become effective for one year
243 starting with the first full pay period beginning after August 8. The plan shall allow for employees
244 to select a fixed savings amount to be deducted from each of the nineteen (19) full bi-weekly
245 paychecks received during the Fall and Spring semesters with a change in that amount to account
246 for those paychecks from which double premiums are deducted. The total savings shall be returned
247 to the employee in equal amounts for the five (5) full bi-weekly paychecks received during the
248 Summer semester. The University shall provide an online calculator and assistance as reasonable,
249 taking into account time and resources, to assist the employee in determining a savings amount and
250 fixed reduction amount that will allow the employee's net paychecks to remain approximately level
251 across the 24 pay periods. Pay received for supplemental summer assignments shall be unaffected
252 by this plan. This pay plan is subject to tax limitations.

253
254 **23.12 Administrative Salary Stipends.** A temporary salary increase which is provided to an
255 employee as compensation for performing a specific, titled administrative function shall be
256 permitted under this agreement as an Administrative Salary Stipend. At least 14 days prior to the
257 effective date of any Administrative Salary Stipend, the University shall provide UFF a written
258 notification of the stipend which states the name of the employee, the rank and discipline of the
259 employee, the amount of the stipend, and the reason for the stipend. If all or part of the stipend is
260 later added to the employee's salary, the amount so converted shall be treated as an Administrative
261 Discretion Increase during the year in which the conversion takes place and shall be subject to
262 limitations of that section.

263
264 **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
265 twelve (12) month (calendar year) appointments shall be calculated by dividing the calendar year
266 salary rate by 26.1 pay periods.