

ARTICLE 23 [2016-2017-2018]

[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;

(b) Following ratification of this document, future pPromotion salary increases shall be granted on August 8 following that promotion in an amount equal to 10.0% of the employee's salary as of August 7 in recognition of promotion to one of the ranks listed below:

(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 201617.

23.4 Other Increases.

(a) Across-the Board Salary Increases. Effective ~~December 16, 2016~~November 17, 2017, for year, each eligible employee shall receive a one percent (~~1.0~~2.0%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of ~~December 16, 2016~~November 17, 2017, be eligible if the employee's most recent annual evaluation, if provided, was Satisfactory or above; the employee was in an employment relationship (not OPS) with the University prior to May 7, 20167; and employee remains in a continual employment relationship at the date of implementation. Employees employed in 20156-167 that meet the above qualifications and were not evaluated shall be provided with 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~~November 17, 2017, all employees eligible for that increase shall receive a one-time December ~~16, 2016~~2017, or as soon as practicable thereafter.

(c) Merit Salary Increases. ~~No merit salary increases effective for 2017-18. Effective~~
~~_____ (1) Eligibility. 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, has had no break in service between May 7, 2016-2017 and the implementation date, 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 1.7 for Outstanding.~~

(d) Equity Increases. Effective ~~December 16, 2016~~November 17, 2017 for the 20167-20178 shall provide ~~an amount equal to one-fifth of one percent (0.20%) of the total base salary of all E&G~~

51 distributed proportionately to the difference between the employee's August 1~~12~~, 201~~6~~7 salary and the
 52 thresholds ~~below~~^{above}. The increase would be available to employees who were in an employment
 53 (not OPS) with the University prior to May 7, 2017; who remain in an in-unit employment relationship at
 54 the date of implementation, and that also meet the following eligibility requirements: regular, clinical,
 55 research, non-visiting E&G employees whose August 11, 2017 1.0 FTE base salary also meets one of the
 56 following qualifications:

57 (1) 9-month salary:

- 58 a. is less than \$45,000 and who holds Ph.D. or equivalent terminal degree
 59 b. is less than \$42,000 for all other employees

60 (2) 12-month salary:

- 61 a. is less than \$60,000 and who holds Ph.D. or equivalent terminal degree
 62 b. is less than \$56,000 for all other employees

63
 64 employee excellence and productivity that respond to and support the mission of the University of Central
 65 Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give
 66 final approval for awards to successful faculty.

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 Central
 69 Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give
 70 final approval for awards to successful faculty.

71 Each year, the University shall make available to eligible employees 120 Incentive Awards. The
 72 awards shall be distributed ~~in the next award cycle after ratification of this document~~ as set forth in
 73 length (9 months through 12 months), award recipients shall receive a one-time award of \$5,000 as soon
 74 as practicable and a \$5,000 increase to their salary effective at the beginning of the succeeding academic
 75 year. Employees on visiting and other temporary appointments are not eligible for incentive awards.

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

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

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

93 (d) Eligibility. All full-time, regular employees who meet the applicable criteria shall be
 94 eligible for Incentive Award programs in their fifth year of continuous service, and beginning in the fifth
 95 academic year after receiving a particular Incentive Award (i.e. every five years.)

96 (e) **Applications for Incentive Awards.** ~~Beginning with the 2016-2017 awards, the Office~~

97 (f) Deadlines.

98 (1) UCF TIP applications shall be due no sooner than the third week of December

99 (2) UCF RIA applications shall be due no sooner than the first week of February

100 (3) UCF SoTL applications shall be due no sooner than the first week of March

101 (g) Applications.

- 102 (1) TIP Awards. TIP applications shall include the following:
 103 (a) Teaching and Learning Philosophy Statement (500 words maximum)
 104 (b) Summary of Instructional Activities (300 words maximum)
 105 (c) Impact of Instruction Including Evidence of Student Learning (300
 106 words maximum)
 107 (d) CV
 108 (e) Annual Assignments (previous four years)
 109 (f) Annual Evaluations (previous four years)
 110 (g) Course Assignments (previous four years; provided through Pegasus
 111 Portal)
 112 (h) Student Evaluations SPOIs Summaries (previous four years)
 113 (i) Supporting Materials (Optional- not to exceed 40 MB per item)
 114 (2) RIA Awards. RIA applications shall include the following:
 115 (a) Research, Scholarly, or Creative Activity (100 word maximum)
 116 (b) Research, Scholarly, or Creative Activity—Secondary Area (100 word
 117 maximum-optional)
 118 (c) Impact, Achievements, and Recognition (500 words maximum)
 119 (d) CV
 120 (e) Annual Assignments (previous four years)
 121 (f) Annual Evaluations (previous four years)
 122 (g) Course Assignments (previous four years)
 123 (h) Supporting Materials (Optional—not to exceed 40 MB)
 124 (3) SoTL Awards. SoTL applications shall include the following:
 125 (a) Statement of SoTL (250 words maximum)
 126 (b) Summary of SoTL Accomplishments (100 words maximum)
 127 (c) Impact of SoTL Research (500 words maximum)
 128 (d) CV
 129 (e) Annual Assignments (previous four years)
 130 (f) Annual Evaluations (previous four years)
 131 (g) Supporting Materials (Optional- not to exceed 40 MB per item)

132
 133 **(eh) Incentive Award Selection.**

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

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

151 (b) In larger colleges or units, subcommittees may be formed from the
 152 committee at-large in the interest of efficient evaluation of the incentive award applications. Each

153 subcommittee must include at least three members, and every member of the committee at-large must
154 serve on a subcommittee. The applications to be reviewed willshall be equitably partitioned among the
155 subcommittees. The subcommittees willshall follow the ranking procedure outlined above to determine
156 which applications they will recommend to the committee at-large. Then the committee at-large willshall
157 convened to review the applications recommended by the subcommittees. The members of the committee
158 at-large willshall discuss the subcommittee recommendations and, finally, use the ranking procedure
159 described above to rank the applications recommended by the subcommittees. In the event of ties, the ties
160 willshall be broken as described below.

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

164 (d) Following this discussion, the committee shall use a secret ballot to rank
165 candidates using the procedure stated above in this section.

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

168 (f) The applicant with the highest mean score will shall have the highest
169 for an incentive award, the applicant with the next highest mean score the next highest priority, and so on,
170 until all applicants who received a majority of votes are ranked in order.

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

175 (h) The committee chair willshall transmit this ranked list to the dean or
176 representative, or unit head who approves the awards. If the selection committee awards fewer than the
177 number of awards available or if the dean or unit head does not approve an award from the list submitted
178 by the selection committee, then the award(s) shall be retained in the same college or unit for one
179 additional cycle before it is returned to the overall pool for apportionment.

180 (i) If the number of previously awarded (i.e., awarded prior to 2018) but
181 relinquished (e.g., due to retirement or resignation) TIP and RIA awards exceeds fifty after the 2017
182 award cycle, then the relinquished pre-2018 awards beyond fifty shall be pooled at the university level,
183 along with the new awards for that year, and distributed in proportion to the number of eligible faculty in
184 each college. No Incentive awards issued after ratification of this document that are relinquished shall be
185 eligible for re-issuance (future awards are not pooled for redistribution)

186 (j) For purposes of TIP/RIA selection as stated above, "college" shall also
187 include the group of employees whose primary assignment is in the College of Undergraduate Studies,
188 the College of Graduate Studies, an institute or center. These employees shall be grouped together for
189 purposes of calculating the number of awards available for each award category. The college committee
190 shall consist of a member from each of the units represented.

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192 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set forth below to
193 recognize and promote employee excellence and productivity that respond to and support the mission of
194 the University of Central Florida.

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

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

- 203 (2) Each academic year, the University shall award up to eight Trustee Chair
 204 Professorships.
- 205 (3) These awards shall be made according to existing criteria and procedures.
- 206 (b) Pegasus Professor. The Pegasus Professor award recognizes excellence in the three
 207 primary areas of academic endeavor: teaching, research and service.
- 208 (1) Award recipients shall receive a one-time payment of \$5,000 from Foundation
 209 funds as well as a Pegasus statue.
- 210 (2) Each academic year, the University may award Pegasus Professor awards.
- 211 (3) These awards shall be made according to existing criteria and procedures.
- 212 (c) Excellence Awards
- 213 (1) Award recipients shall receive a one-time payment of \$2,000.
- 214 (2) Each academic year, the University shall award Excellence in Undergraduate
 215 Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in
 216 Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two University
 217 Awards for Excellence in Faculty Academic Advising, one University Award for Excellence in
 218 Professional Academic Advising, Excellence in Research awards, one University Distinguished Research
 219 award, two University Awards for Excellence in Professional Service, one Excellence in Librarianship
 220 award, one Excellence in English Language Institute Instruction and one Excellence in Instructional
 221 Design award.
- 222 (3) These awards shall be made according to existing criteria and procedures published by
 223 the Office of Faculty Excellence.

225 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

- 226 (a) Employees on contracts or grants shall receive salary increases equivalent to similar
 227 employees on Education and General (E&G) funding, provided that such salary increases are permitted
 228 by the terms of the contract or grant and adequate funds are available for this purpose in the contract or
 229 grant. In the event such salary increases are not permitted by the terms of the contract or grant, or in the
 230 event adequate funds are not provided, the president or president's representative shall seek to have the
 231 contract or grant modified to permit or fund such increases.
- 232 (b) Nothing contained herein shall prevent employees whose salaries are funded by grant
 233 agencies from being allotted raises higher than those provided in this Agreement if such increases are
 234 provided by the granting agency.

236 **23.8 Administrative Discretion Increases.** ~~On~~From September 1, 2017~~6~~ through August 31, 237 the University may provide Administrative Discretion Increases up to one and one-half percent (1.5%) of 238 the total salary rate of Education and General (E&G) employees who were in an employment relationship 239 with the University on May 7, 2017~~6~~. Any Administrative Discretion Increase provided to contract and 240 grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing wage 241 adjustment for the purpose of qualifying for immigration status, or any salary increase to settle a 242 legitimate, broad-based employment dispute shall not be subject to the terms and limitations of this 243 Section.

- 244 (a) The University may provide Administrative Discretion Increases for verified written
 245 offers of outside employment, special achievements, merit, compression and inversion, equity and market
 246 equity considerations, and similar special situations to employees in the bargaining unit.
- 247 (b) Administrative Discretionary Increases for verified written offers of outside employment
 248 shall not contribute to the calculation of the salary rate.
- 249 (c) UFF Notification. At least 14 days prior to the effective date of any such increase, the
 250 University shall provide to the UFF a written notification of the increase which states the name of the
 251 employee, the rank and discipline of the employee, the amount of the increase, and the reason for the
 252 increase.

253 (d) The University's ability to provide Administrative Discretion Increases shall expire
254 | August 31, 201~~8~~7, and shall not become part of the status quo.

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256 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to
257 implementation.

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259 **23.10 Type of Payment for Assigned Duties.**

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

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

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266 **23.11 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for
267 9-month employees shall be offered each year during an annual open enrollment period from April 1 to
268 June 30. If chosen by the employee, this payment option shall become effective for one year starting with
269 the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed
270 savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the
271 Fall and Spring semesters with a change in that amount to account for those paychecks from which
272 double premiums are deducted. The total savings shall be returned to the employee in equal amounts for
273 | the five full bi-weekly paychecks received during the Summer-~~semester~~. The University shall provide an
274 calculator and assistance as reasonable, taking into account time and resources, to assist the employee in
275 determining a savings amount and fixed reduction amount that will allow the employee's net paychecks
276 to remain approximately level across the 24 pay periods. Pay received for supplemental summer
277 assignments shall be unaffected by this plan. This pay plan is subject to tax limitations.

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279 **23.12 Administrative Salary Stipends.** A temporary salary increase that is provided to an
280 employee as compensation for performing a specific, titled administrative function shall be permitted
281 under this agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of
282 any Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend
283 which states the name of the employee, the rank and discipline of the employee, the amount of the
284 stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's salary,
285 the amount so converted shall be treated as an Administrative Discretion Increase during the year in
286 which the conversion takes place and shall be subject to limitations of that section.

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288 **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
289 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary rate
290 by 26.1 pay periods.