

**ARTICLE 23 [2017-2018]**  
*[supersedes earlier versions, including 2015-2018]*  
**SALARIES**

**23.1 Promotion Increases.**

(a) Promotion salary increases shall be granted on August 8 following that promotion in an amount equal to 910% 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.

**23.2 Legislatively Mandated Increases.**

(a) ~~No legislatively mandated increases were provided in 2016. Any~~ **legislatively mandated increases shall be implemented as soon as practicable.**

**23.3 Other Increases.**

(a) Across-the Board Salary Increases. Effective January 26, 2018, for the 2017-2018 year, each eligible employee shall receive a ~~one-two and five-tenths~~ percent (2.5%) increase to the employee's base salary. This increase ~~will~~ **shall** be calculated using the employee's salary as of January 26, 2018. 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 (not OPS) with the University prior to May 7, 2017; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 2016-17 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 January 26, 2018, all employees eligible for that increase shall receive a one-time payment of ~~\$610~~ 1,227.29 on February 16, 2018, ~~or as soon as practicable thereafter.~~

(c) Merit Salary Increases. No merit salary increases will be distributed this cycle.

(d)

Equity Increases. Effective January 26, 2018, for the 2017-2018 year, the University shall provide a one-time equity increases to all regular, clinical, research, and non-visiting ~~E&G-funded~~ employees as follows. Equity increases shall be distributed equal to the difference between the employee's August ~~117~~, 2017 salary and the thresholds below. The increase shall be available to employees who were in an employment relationship (not OPS) with the University prior to May 7, 2017; who remain in an in-unit employment relationship at the date of implementation, and whose August ~~711~~, 2017 1.0 FTE base salary also meets one of the following qualifications:

(1) 9-month salary:

a. is less than \$45,000 and who holds a Ph.D. or equivalent terminal degree in a field related to the employee's assignment.

b. is less than \$42,000 for all other employees

48 (2) 12-month salary:

- 49 a. is less than \$60,000 and who holds a Ph.D. or equivalent terminal degree in a  
50 field related to the employee's assignment.  
51 b. is less than \$56,000 for all other employees  
52  
53

54 **23.4 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote  
55 employee excellence and productivity that respond to and support the mission of the University of  
56 Central Florida, including its strategic initiatives and five key goals. ~~The provost or his or her~~  
57 ~~designee shall give final approval for awards to successful faculty employees.~~

58 Effective August 8, 2017, for the 2017-2018 year, Each year, the University shall make  
59 available to eligible employees 120 Incentive Awards. The awards shall be distributed ~~in the next~~  
60 ~~award cycle after ratification of this document~~ as set forth in Paragraphs (a) through (f) below.  
61 Regardless of contract length (9 months through 12 months), award recipients shall receive a one-  
62 time award of \$5,000 as soon as practicable and a \$5,000 increase to their salary effective at the  
63 beginning of the succeeding academic year. Employees on visiting and other temporary  
64 appointments are not eligible for incentive awards.

65 (a) **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program ("UCF-  
66 TIP") rewards teaching productivity and excellence. Each academic year the University shall make  
67 available ~~up to~~ fifty ~~five~~ UCF-TIP awards to eligible employees. ~~The UCF-TIP award recognizes~~  
68 ~~employee contributions to UCF's key goals of offering the best undergraduate education available~~  
69 ~~in Florida and achieving international prominence in key programs of graduate study. Employees~~  
70 ~~applying for TIPs must meet current productivity criteria. To be eligible for a TIP award, employees~~  
71 ~~must meet one of the eligibility criteria below.~~

72 1. During semesters in which the employee generates student credit hours (SCHs),  
73 the employee must meet or exceed median production at one or more of the levels  
74 below:

- 75 a. Undergraduate and graduate SCHs combined at the department level  
76 b. Undergraduate and graduate SCHs combined at the college level  
77 c. Graduate SCHs at the department level  
78 d. Graduate SCHs at the college level

79 SCH instruction includes classroom, web, and media-enhanced courses, including summer teaching  
80 assignments. SCH excludes student credit hours for individualized instruction such as independent  
81 studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes  
82 student credit hours for overload assignments.

83 2. The employee must show that their teaching assignment prevented them from  
84 achieving these thresholds (i.e., the combined maximum enrollments in their assigned  
85 courses did not meet or exceed any of the thresholds).  
86  
87

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

94 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs recognize  
95 discovery, reflection, and using evidence-based methods to research effective teaching and student  
96 learning. While the implementation of SoTL outcomes may result in teaching excellence and  
97 increased teaching effectiveness, this award recognizes scholarly efforts beyond teaching  
98 excellence. For academic year ~~2016~~2017-20172018, the University shall make available ~~up to~~ ten  
99 ~~(+0)~~ SoTL awards.

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

103 (e) **Deadlines.**

104 (1) UCF RIA applications shall be due no sooner than the second Friday of December.

105 (2) UCF TIP applications shall be due no sooner than the third Friday of February.

106 (3) UCF-SoTL applications shall be due no sooner than the fourth Friday of March.

107 (f) **Applications.** Applications shall be completed on-line and include the five sections  
108 below.

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

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

112 (3) The annual Chair's Evaluation or equivalent for the time period represented in  
113 the application. The Department Chair shall provide the number of ~~faculty~~employees evaluated in  
114 each year during that time period, the number of ~~faculty~~employees in each category (Outstanding,  
115 Above Satisfactory, etc.) and the department methodology and criteria for evaluating the  
116 employee's annual evaluation.

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

122 (eg) **Incentive Award Selection.**

123 (1) **TIPs/RIAs.** College or unit committees for the TIP and RIA award programs  
124 shall be elected by and from the unit employees. The committees shall equitably represent the  
125 departments or units within them. Employees who plan to apply for a particular award in the current  
126 or immediately following cycle shall not be eligible to serve on the committee. A committee  
127 chairperson for each incentive award program shall be elected by and from the college/unit  
128 committee. The chairperson shall charge the committee that members shall only consider the merits  
129 of the application. No additional outside information or discussion of position, e.g., instructor vs.  
130 tenure track employee, past awards, current salary, etc., may be considered, ~~nor may additional~~  
131 ~~criteria, rating scales, weightings, or other forms of assessment be used.~~ The committee shall review  
132 the award applications and shall submit a ranked list of recommended employees to the dean or  
133 dean's representative. In ranking the applicants, committee members shall only consider the merits  
134 of the application. The committee shall not impose any numerical criteria or weightings during the  
135 ranking process, and for completed applications, departures from the application specifications may  
136 impact but shall not disqualify an application.

137 (a) Each committee member shall review all applications and transmit a  
138 preliminary ranking to the committee chair. Committee members may rank as many applicants as  
139 they deem merit the award, with the highest rank given to the top candidate (i.e., the highest rank

140 equals the number of applicants, N), the next highest rank being N-1, and so on. Applications that  
141 are not deemed acceptable for an award shall be left unranked.

142 (b) In larger colleges or units, subcommittees may be formed from  
143 the committee at-large in the interest of efficient evaluation of the incentive award applications.  
144 Each subcommittee must include at least three members, and every member of the committee  
145 at-large must serve on a subcommittee. The applications to be reviewed shall be equitably  
146 partitioned among the subcommittees. The subcommittees shall follow the ranking procedure  
147 outlined above to determine which applications they recommend to the committee at-large.  
148 Then the committee at-large shall be convened to review the applications recommended by the  
149 subcommittees. The members of the committee at-large shall discuss the subcommittee  
150 recommendations and, finally, use the ranking procedure described above to rank the  
151 applications recommended by the subcommittees. In the event of ties, the ties shall be broken as  
152 described below.

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

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

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

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

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

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

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

178  
179 | **23.65 Excellence Awards.** The University shall implement the merit-based bonuses set forth  
180 below to recognize and promote employee excellence and productivity that respond to and support  
181 the mission of the University of Central Florida.

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

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

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

192 (3) The eligibility criteria for an applicant is holding the rank of **associate**  
 193 **professor or** professor; the applicant must be recognized as a “foremost scholar” in his or her chosen  
 194 area of expertise, meaning known as a preeminent scholar in his or her discipline; and have a  
 195 positive impact to other scholars at UCF. Applications will be reviewed by a committee consisting  
 196 of one Trustee Chair, one Pegasus Professor, **the Chair of the Faculty Senate,** and the Vice Provost  
 197 for Faculty Excellence. The President **and or** Provost **or designee wishall** make the final  
 198 appointment.

199  
 200 (b) Pegasus Professor. The Pegasus Professor award recognizes excellence in the three  
 201 primary areas of academic endeavor: teaching, research and service.

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

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

205 (3) The eligibility criteria for an applicant is having completed five years at the rank  
 206 of professor at UCF; having achieved excellence in teaching, research and/or creative  
 207 activity; and demonstrable service and scope of national and international impact. The  
 208 awards are ultimately determined by the President or designee.

209  
 210 (c) Excellence Awards

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

212 (2) Each academic year, the University shall award **twenty** Excellence in  
 213 Undergraduate Teaching awards; ~~one~~ University Award for Excellence in Undergraduate  
 214 Teaching; ~~one~~ Excellence in Graduate Teaching award **for each colleges;** one University Award  
 215 for Excellence in Graduate Teaching; ~~one~~ **Excellence in Research award for each college; one**  
 216 **University Distinguished Research award,** two University Awards for Excellence in Faculty  
 217 Academic Advising, one University Award for Excellence in Professional Academic Advising,  
 218 ~~Excellence in Research awards, one University Distinguished Research award, t~~two University  
 219 Awards for Excellence in Professional Service, one Excellence in Librarianship award, one  
 220 Excellence in English Language Institute Instruction and one Excellence in Instructional Design  
 221 award.

222 (3) These awards shall be made according to ~~existing the~~ criteria and procedures  
 223 ~~published by the Office of Faculty Excellence below.~~

224 a. Excellence in Undergraduate Teaching awards. ~~The twenty awards shall be~~  
 225 ~~distributed among colleges in proportion to their number of eligible employees.~~

226 ~~1. Faculty-Eligibility.~~

227 ~~Each candidate:~~

228 ~~All~~ full-time, ~~non-visiting employees with~~ at least two

229 consecutive years ~~of prior service are eligible. Employees must be assigned to teach~~  
 230 ~~at least two undergraduate courses in the current academic year and must not have received a UCF~~  
 231 ~~college or university Excellence in Undergraduate Teaching~~

232 ~~award in the past three academic years. Employees must be nominated by a faculty~~  
 233 ~~member, department chair or colleague, or be self-nominated.~~



234  
 235 2. Applications.  
 236 Each application must be accompanied by summary information highlighting and demonstrating the  
 237 nominee's teaching accomplishments. Materials shall be submitted in a  
 238 one-inch, loose-leaf binder and organized using tabs for each section.  
 239 Required materials include a ~~a~~ table of contents;  
 240 a ~~a~~ nomination letter from the department chair or school director, a colleague, or the  
 241 nominee (if self-nominated), addressing the  
 242 award criteria and highlighting how the nominee excels within her or his department  
 243 or  
 244 school context;  
 245 a ~~a~~ curriculum vita;  
 246 a ~~a~~ statement of teaching philosophy (500 words maximum);  
 247 a ~~a~~ list of courses taught in the past three years or, for those who have been at UCF for  
 248 fewer than three years, a list of courses taught since the nominee was appointed to  
 249 UCF;  
 250 a ~~a~~ table listing enrollment and grade distribution for each class taught in the past  
 251 three years (or two years for those who are applying in their third year at UCF);  
 252 a ~~a~~ evidence of participation in activities to develop course materials and/or learn new  
 253 teaching techniques  
 254 a ~~a~~ summaries of evaluation of teaching by students, peers, department chair, and other  
 255 appropriate parties (if student evaluation comments are used, all comments from a  
 256 selected course must be included rather than selected excerpts);  
 257 a ~~a~~ examples of teaching strategies and materials used to challenge students to achieve  
 258 excellence and expand their intellectual horizons; and  
 259 a ~~a~~ evidence of student-learning, which may include  
 260 a ~~a~~ descriptions or examples of challenging assignments (with learning objectives),  
 261 a ~~a~~ examples of student materials submitted to receive grades,  
 262 (preferably three or more students or assignments; remove identifying  
 263 information to preserve student anonymity).  
 264 Optional materials may include  
 265 a ~~a~~ philosophy of teaching- statement;  
 266 a ~~a~~ list or samples of recent presentations and creative activities, publications, and  
 267 research related to teaching;  
 268 a ~~a~~ list and/or samples of recent publications, research, and/or creative activities in  
 269 teaching ;  
 270 a ~~a~~ list of awards or honors for teaching excellence  
 271 a ~~a~~ evidence of ability to teach effectively in a variety of circumstances, including  
 272 with students of diverse backgrounds and abilities;  
 273 a ~~a~~ additional pertinent documentation including unsolicited materials (all letters must  
 274 have  
 275 been written during the current or last two academic years)  
 276  
 277 b. Excellence in Graduate Teaching Awards.  
 278 1. Eligibility. All full-time tenured or tenure-earning employees with at least three  
 279 years of continuous service at UCF immediately prior to the current year are eligible. Employees  
 280 must have contributed significantly to graduate education, including substantial teaching of

281 graduate courses (including thesis and dissertation courses). Employees must not have received a  
 282 UCF college or university graduate teaching award in the past three academic years.

283  
 284 2. Applications Nominations by colleagues and self-nominations are  
 285 accepted.

286 Each application shall be compiled in a one -inch, loose-leaf binder and organized  
 287 using tabs for each section..

288 2  
 289 Required materials include a nomination letter from the department chair or unit  
 290 head, a colleague, or the nominee written specifically in support of this award;

291 –a curriculum vita highlighting graduate teaching accomplishments and  
 292 development of graduate programs, courses, and teaching materials;

293 –a statement of teaching philosophy (500 words maximum); a  
 294 list of all courses taught in the past three years by term, and the credit hours  
 295 associated with each course, with graduate courses highlighted;

296 –a table of enrollment and grade distributions for all graduate courses;

297 –syllabi for all graduate courses taught in the past three years;

298 –summaries of teaching evaluations, similar to those required for TIP awards;

299 –evidence of graduate course development, upgrades or program development;

300 –examples of teaching strategies and materials used to challenge students to achieve  
 301 excellence and expand their intellectual horizons; and

302 –a list of master’s thesis and doctoral dissertations supervised in the last three years.

303 Optional materials include previous awards or honors received in recognition of  
 304 graduate teaching excellence;

305 –summaries of teaching evaluations by peers, the department chair, or other  
 306 appropriate parties;

307 –student evaluation comments (if used, all comments from a selected course must be  
 308 included rather than selected excerpts);

309 –recent presentations and creative activities, publications, and research related to  
 310 graduate teaching;

311 –evidence of participation in activities to develop graduate course materials or

312 –participation in or facilitation of a graduate teaching workshop or similar activity.

313  
 314 c. Excellence in Research Awards. Each college shall select one research award  
 315 recipient. One additional Excellence in Research Award is available to employees in those  
 316 institutes and centers who are not associated with an academic college. Recipients must have  
 317 outstanding research records for work done at UCF

318 1. Eligibility. All employees who have completed at least two years of  
 319 continuous service immediately prior to the current year on the UCF faculty are eligible.  
 320 Three full academic years must have elapsed since a nominee received a UCF college or  
 321 university researcher award.

322 2. Application. –Nominations by colleagues and self-nominations, are  
 323 accepted. The criteria for evaluating applicants' files shall include four major categories:  
 324 –cumulative value and impact of research efforts at UCF within the  
 325 discipline and to society;

326 –recognition of research efforts by the individual's peers in the same or in  
 327 related disciplines;

•-publication and presentation of research results

•-external grant and contract support for the research work appropriate to the candidate's discipline. Only materials developed since the last award shall be considered in evaluating a current application. Each application shall be compiled in a one -inch, loose-leaf binder and organized using tabs for each section described below.

i. A 200 word (maximum) description of the employee's area of research.

ii. A 300 word (or less) description of the employee's research achievements, including new discoveries, major contributions, creativeness, originality, significant breakthroughs, etc.

iii. A brief explanation (no more than one-half page) of how the major research publications, or other means of research dissemination exceed the norm in the applicant's field.

iv. A list of major awards or other evidence of recognition, including major research funding.

v. The employee's curriculum vitae.

vii. A maximum of three current examples of the employee's work, which are selected to provide evidence of quality as opposed to quantity.

-d. University Awards for Excellence in Undergraduate Teaching, Graduate Teaching, and Distinguished Research. College-level awardees will be notified of their selection status and their files will

immediately be forwarded for consideration by the university-wide committee.

College and university awards will be

presented at the Founders' Day Honors Convocation

d. Awards for Excellence in Undergraduate Academic Advising. Excellence in Undergraduate Faculty Advising awards recognize outstanding efforts of faculty advisor employees in retaining undergraduate students, improving communication of information to peers and students, and helping undergraduate students realize their potential.

1. Eligibility. All candidates must have completed at least two years of continuous service at the university, ~~and~~ must currently advise undergraduate students, and must not have received a UCF college or university Excellence in Undergraduate Faculty Academic Advising award in the past three years.

2. Application. Each application ~~must~~ shall be accompanied by summary information highlighting and demonstrating the nominee's accomplishments in academic advising. Materials shall be submitted in a 1 inch, loose-leaf binder and organized using tabs for major sections. Required materials include a table of contents; nomination letter; curriculum vita; a one-paragraph statement of philosophy toward student advising; student, peer and administrative evaluations of advising activities (if comments are included from teaching evaluations, all comments must be provided along with a typed summary, by year, rather than the actual evaluation sheets); and evidence of leadership in developing new and innovative advising methods. Optional



371 materials may include documentation of awards, honors, etc., received in recognition  
372 of excellence in advising in the past three years; evidence of extra effort to improve  
373 advising; evidence that students have been sensitively and appropriately informed  
374 and guided concerning career choices and academic opportunities; evidence that the  
375 nominee serves as a role model in the pursuit of learning; a description of advising  
376 activities and responsibilities; recent publications or presentations that relate to  
377 college advising methods or tools; and supporting materials from students, which  
378 must be limited to students no longer at UCF and must have been written in the past  
379 three years.

380 ————e. University Awards for Excellence in Undergraduate Teaching, Graduate Teaching, and  
381 Distinguished Research and Excellence in Undergraduate Academic Advising. College-level  
382 awardees will be notified of their selection status and their files will immediately be forwarded  
383 immediately for consideration by the university-wide committee. College and university awards  
384 will be presented at the Founders' Day Honors Convocation.

385 f. University Award for Excellence in Professional Academic Advising. The University  
386 Award for Excellence in Professional Academic Advising recognizes outstanding efforts by  
387 employees who are professional advisors in retaining students, providing accurate and timely  
388 information to students, creating a caring and supportive environment, and helping students realize  
389 their potential. Colleges, regional campuses, institutes, centers, and the Division of Student  
390 Development and Enrollment Services may each nominate up to three employees.

391 1. Eligibility. Candidates may be nominated by their department directors,  
392 supervisors, peers, or faculty members. Employees with regular teaching assignments are  
393 eligible for other advising awards and are not eligible for the Professional Academic  
394 Advising Award. Nominees must have a full-time assignment and three years of experience  
395 at UCF in an academic advising unit within a college, regional campus, institute, center or  
396 the Division of Student Development and Enrollment Services. At least three full years must  
397 have elapsed since receipt of a previous UCF Award for Excellence in Professional  
398 Academic Advising.

399 2. Application. Required Materials include a nomination letter; curriculum vita; a  
400 description of advising responsibilities undertaken by the nominee during the past two years;  
401 and a narrative statement no longer than two pages prepared by the candidate describing  
402 their activities in professional academic advising during the academic years on which the  
403 candidate is to be judged. Supporting materials that should be included are: a narrative  
404 statement no longer than two pages that describes the nominee's advising philosophy, goals,  
405 objectives, and vision for the future; a letter of support from the employee's immediate  
406 supervisor; and three letters of reference within UCF but outside the employee's immediate  
407 advising area.

408 g. Awards for Excellence in Professional Service. The University Excellence in Professional  
409 Service Awards honor employees who demonstrate a record of excellence in service to the  
410 University of Central Florida and professional service. Each academic college may nominate up to  
411 two candidates for these awards.

412 1. Eligibility. Employees must be nominated by a faculty member, department chair,  
413 a colleague, or be self-nominated. Nominees must have served as a full-time UCF faculty  
414 member for at least two consecutive years prior to the current year, must be assigned  
415 professional service duties during the current year and must not have received a UCF  
416 professional service award in the past three years.

417 2. Application. Each nominee must submit a portfolio including evidence of  
418 accomplishment, recognition and level of service provided. Supporting documentation  
419 should include: a nominating letter; curriculum vitae; and concise descriptions of service to  
420 the university, professional service, service to civic organizations and public service.  
421 Nominees also should include supporting documentation.

422 (d) Unit-Specific Excellence Awards. Each application must be accompanied by summary  
423 information highlighting and demonstrating the employee's accomplishments. Materials shall be  
424 organized in 1 inch loose-leaf binders using tabs for each section. Departures from the application  
425 specifications may affect but shall not disqualify a nominee and nomination materials shall be  
426 returned to employees after the recipient is chosen.

427 a. Excellence in Librarianship. The Excellence in Librarianship Award recognizes  
428 outstanding contributions and support given to UCF's faculty and students by its library employees.

429 1. Eligibility. Employees may be nominated by a colleague or self-nominated; must  
430 be a librarian on a permanent line; must have at least two years of continuous service at  
431 UCF; and must not have received a UCF Excellence in Librarianship Award in the past three  
432 years.

433 2. Application. Each application must be accompanied by documentation and  
434 materials demonstrating that the nominee is an effective, highly-competent librarian. The  
435 nominator must submit three documents to be distributed to library employees: a letter of  
436 nomination, curriculum vitae and a statement of philosophy of librarianship. Additional  
437 letters or other documentation in support of the candidate also can include, for example,  
438 evidence of innovative contributions to UCF or the library field, evidence of extra effort to  
439 improve library services and collections; evidence of a sustained period of excellence in the  
440 library profession; and additional letters supporting the nominee.

441 3. Selection. The recipient will be selected by secret ballot among full-time,  
442 permanent library employees.

443 b. Excellence in English Language Institute Instruction. The Excellence in English  
444 Language Institute Instructional Award recognizes outstanding contributions and support given to  
445 non-native speakers of English by employees of the English Language Institute (ELI).

446 1. Eligibility. Employees may be nominated by a colleague or self-nominated; must  
447 have at least two years of continuous service at UCF; and must not have received a UCF  
448 Excellence in English Language Institute Instruction in the past three years.

449 2. Application. Each application must be accompanied by documentation and  
450 materials demonstrating that the nominee is an effective, highly-competent ELI instructor.  
451 The nominator must submit three documents to be distributed to ELI employees: a letter of  
452 nomination, curriculum vitae and a statement of philosophy of librarianship. Additional  
453 letters or other documentation may include, for example, evidence of innovative  
454 contributions to UCF or the ELI field, evidence of extra effort to improve ELI success;  
455 evidence of a sustained period of excellence in ELI; and additional letters supporting the  
456 candidate. Supporting materials from students are limited to students no longer at UCF and  
457 must have been written in the past three years.

458 3. Selection. The recipient will be selected by secret ballot among full-time ELI  
459 employees.

460 c. Excellence in Instructional Design Award. The Excellence in Instructional Design Award  
461 recognizes the outstanding efforts and contributions that Instructional Designers make to the quality  
462 of online instruction at UCF, and to celebrate employees who have a sustained period of excellence  
463 in the Instructional Design (ID) field.

464 1. Eligibility. Employees may be nominated by a colleague or self-nominated, and  
465 must be an instructional designer on a non-visiting, non-OPS 12-month contract at the time  
466 of nomination. Nominees must have at least two years of continuous service at UCF and  
467 must not have received this award during the three preceding academic years.

468 2. Application. Each application must be accompanied by documentation and materials  
469 demonstrating that the nominee is an effective, highly competent instructional designer. The  
470 nominator must submit a letter of nomination; curriculum vitae; statement of philosophy of  
471 instructional design; and letters or other documentation that provide evidence of innovative  
472 contributions to UCF and/or the ID field; evidence of outstanding effort to promote quality of online  
473 instruction and improve relationships with faculty members at UCF; or evidence of a sustained  
474 period of excellence in the ID field.

475 3. Evaluation. The recipient of the annual Excellence in Instructional Design Award shall be  
476 selected by secret ballot among ID employees.

477 k. Selection. Each college shall elect a faculty committee comprised of one employee  
478 per department or unit to evaluate applications and select the person(s) to receive a college

479 Excellence Award(s). The recipient of a University Excellence Award shall be selected by a  
480 committee of employees elected by their college. If, in the judgment of a selection committee, no  
481 award or nomination is merited, none need be made. Employees who apply for an award are  
482 ineligible to be members of either their college or the university committee. Once the selection  
483 process is complete, applications shall be returned to faculty members.

484 1. Deadlines. Applications for all awards shall be due to college deans no sooner than  
485 the third Friday of January.

486

487 **23.76 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

497

498 **23.87 Administrative Discretion Increases.** From ~~September 1, 2017~~ **January 26, 2018** through  
499 August ~~31~~, 2018, the University may provide Administrative Discretion Increases up to one and  
500 one-half percent (1.5%) of the total salary rate of employees who were in an employment  
501 relationship with the University on May 7, 2017. Any Administrative Discretion Increase provided  
502 to contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any  
503 prevailing wage adjustment for the purpose of qualifying for immigration status, or any salary  
504 increase to settle a legitimate, broad-based employment dispute shall not be subject to the terms and  
505 limitations of this Section.

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

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

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

515 (d) The University's ability to provide Administrative Discretion Increases shall expire  
516 August ~~31~~, 2018, and shall not become part of the status quo.

517

518 **23.98 Report to Employees.** All employees shall receive notice of their salary increases prior to  
519 implementation.

520

521 **23.109 Type of Payment for Assigned Duties.**

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

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

528  
529 | **23.1110 Twelve-Month Payment Option.** The parties agree that a twelve-month payment  
530 option for 9-month employees shall be offered each year during an annual open enrollment period  
531 from April 1 to June 30. If chosen by the employee, this payment option shall become effective for  
532 one year starting with the first full pay period beginning after August 8. The plan shall allow for  
533 employees to select a fixed savings amount to be deducted from each of the nineteen full bi-weekly  
534 paychecks received during the Fall and Spring semesters with a change in that amount to account  
535 for those paychecks from which double premiums are deducted. The total savings shall be returned  
536 to the employee in equal amounts for the five full bi-weekly paychecks received during the  
537 Summer. The University shall provide an online calculator and assistance, to assist the employee in  
538 determining a savings amount and fixed reduction amount that allow the employee's net paychecks  
539 to remain approximately constant. Pay received for supplemental summer assignments shall be  
540 unaffected by this plan. This pay plan is subject to tax limitations.

541  
542 | **23.1211 Administrative Salary Stipends.** ~~A temporary salary increase that is provided to~~  
543 ~~A~~an employee ~~as compensation for who~~ performing a specific, titled administrative function shall  
544 ~~be permitted under this agreement as an~~receive an Administrative Salary Stipend ~~of no less than~~  
545 ~~\$5,000~~. At least 14 days ~~prior to before~~ the effective date of any Administrative Salary Stipend, the  
546 University shall provide UFF a written notification of the stipend that states the name, rank and  
547 | discipline of the employee, the ~~stipend~~ amount ~~of the stipend~~, and the reason for the stipend. If all or  
548 part of the stipend is later added to the employee's salary, the amount so converted shall be treated  
549 as an Administrative Discretion Increase during the year in which the conversion takes place and  
550 shall be subject to limitations of that section.

551  
552 | **23.1312 Salary Rate Calculation and Payment.** The biweekly salary rate of employees  
553 serving on twelve month (calendar year) appointments shall be calculated by dividing the calendar  
554 year salary rate by 26.1 pay periods.

555  
556 | **23.13. All payments shall be made in United States dollars, which is established in the United States**  
557 **Constitution as the official currency of the United States and its insular territories.**