

1 **ARTICLE 23**

2 **SALARIES**

3

4 **23.1 Promotion Increases.**

5 (a) Promotion salary increases shall be granted on August 8 following
6 that promotion in an amount equal to 9.0% of the employee's salary as of
7 August 7 in recognition of promotion to one of the following ranks:
8 Associate Professor, Associate Instructor, Associate Lecturer, Associate
9 Scholar/Scientist/Engineer, Associate in _____, Associate Instructional
10 Designer, and Associate University Librarian.

11 (b) Following ratification of this document, future promotion salary
12 increases shall be granted on August 8 following that promotion in an
13 amount equal to 10.0% of the employee's salary as of August 7 in
14 recognition of promotion to one of the following ranks: Professor, Senior
15 Instructor, Senior Lecturer, Scholar/Scientist/Engineer, University Librarian,
16 and Senior Instructional Designer.

17

18 **23.2 Legislatively Mandated Increases.** Any legislatively mandated increases
19 shall be implemented as soon as practicable.

20

21 **23.3 Other Increases.**

22 (a) Across-the Board Salary Increases. Effective August 23, 2019 for the
23 2018-2019 (distributed on pay date 9/13/2019) year, each eligible
24 employee shall receive a two percent (2.0%) increase to the employee's
25 base salary. This increase will be calculated using the employee's salary as
26 of August 23, 2019. An employee shall be eligible if the employee's most
27 recent annual evaluation, if provided, was Satisfactory or above; the
28 employee was in an employment relationship (not OPS) with the University
29 prior to January 11, 2019; and the employee remains in a continual
30 employment relationship at the date of implementation. Employees
31 employed in 2017-18 that meet the above qualifications and were not
32 evaluated shall be provided with an evaluation for the period and shall be
33 eligible for the increase.

34 (b) One-time payment. In addition to the across-the board increases
35 taking effect on May 10, 2019, (distributed on pay date 5/10/2019), all
36 employees eligible for that increase shall receive a one-time payment of
37 \$2,250.00.

38 (c) Across-the Board Salary Increases. Effective September 20, 2019 for
39 the 2019-2020 (distributed on pay date 10/11/2019) year, each eligible

40 employee shall receive a one and a quarter percent (1.25%) increase to the
41 employee's base salary. This increase will be calculated using the
42 employee's salary as of September 20, 2019. An employee shall be eligible
43 if the employee's most recent annual evaluation, if provided, was
44 Satisfactory or above; the employee was in an employment relationship
45 (not OPS) with the University prior to May 7, 2019; and the employee
46 remains in a continual employment relationship at the date of
47 implementation. Employees employed in 2018-19 that meet the above
48 qualifications and were not evaluated shall be provided with an evaluation
49 for the period and shall be eligible for the increase.

50 (d)Contingent Funding Availability for Across-the Board Salary Increase
51 for 2019-2020. An additional ATB increase of one and a quarter percent
52 (1.25%) to an employee's base salary for 2019-2020 shall be contingent
53 upon the University's receiving sufficient new recurring legislative or
54 performance funding to fund the salary increase for the 2019-2020 budget
55 year. For base increases, the annual funding must be from new recurring
56 funds able to be expended on faculty salaries in excess of the prior year's
57 base funding. If insufficient funding is received, this section [Article 23.3d]
58 shall become void and re-opened for negotiations by the parties on August
59 16, 2019. Should the funds meet the contingency language, effective
60 September 20, 2019 for the 2019-2020 (distributed on pay date
61 10/11/2019) year, each eligible employee shall receive a one and a quarter
62 percent (1.25%) increase to the employee's base salary. This increase will
63 be calculated using the employee's salary as of September 20, 2019. An
64 employee shall be eligible if the employee's most recent annual evaluation,
65 if provided, was Satisfactory or above; the employee was in an employment
66 relationship (not OPS) with the University prior to May 7, 2019; and the
67 employee remains in a continual employment relationship at the date of
68 implementation. Employees employed in 2017-18 that meet the above
69 qualifications and were not evaluated shall be provided with an evaluation
70 for the period and shall be eligible for the increase.

71 (e)Merit Salary Increases. No merit salary increases will be distributed
72 this cycle.

73
74 **23.4 Annual Incentive Award Programs.** Incentive Award Programs recognize
75 and promote employee excellence and productivity that respond to and
76 support the mission of the University of Central Florida, including its
77 strategic initiatives and five key goals. The provost or his or her designee
78 shall give final approval for awards to successful faculty.

79 Each year, the University shall make available to eligible employees 115
80 Incentive Awards. The awards shall be distributed to awardees in the next
81 award cycle after ratification of this document as set forth below.

82 Regardless of contract length (9 months through 12 months), award
83 recipients shall receive a one-time award of \$5,000 as soon as practicable
84 and a \$5,000 increase to their salary effective at the beginning of the
85 succeeding academic year. Employees on visiting and other temporary
86 appointments are not eligible for incentive awards. Employees on non-E&G
87 funding will be eligible for the increase depending on availability of funds.
88 All full-time employees in the appropriate discipline with at least four years
89 of continuous, non-OPS service at UCF immediately prior to the current
90 year are eligible.

91 (a)UCF-Teaching Incentive Program. The UCF-Teaching Incentive
92 Program (“UCF-TIP”) rewards teaching productivity and excellence. Each
93 academic year the University shall make available up to fifty-five UCF-TIP
94 awards to eligible employees. The UCF-TIP award recognizes employee
95 contributions to UCF’s key goals of offering the best undergraduate
96 education available in Florida and achieving international prominence in
97 key programs of graduate study. Employees applying for TIPs must meet
98 current productivity criteria.

99 (b)UCF-Research Incentive Award Program. The UCF-Research
100 Incentive Award (“UCF-RIA”) program recognizes outstanding research,
101 scholarly, or creative activity that advances the body of knowledge in a
102 particular field, including interdisciplinary research and collaborations. Each
103 academic year the University shall make available up to fifty-five UCF-RIA
104 awards to eligible employees. The UCF-RIA award recognizes employee
105 contributions to UCF’s key goal of achieving international prominence in
106 research and creative activities.

107 (c)Scholarship of Teaching and Learning Awards (SoTLs). SoTLs
108 recognize discovery, reflection, and using evidence-based methods to
109 research effective teaching and student learning. While the implementation
110 of SoTL outcomes may result in teaching excellence and increased
111 teaching effectiveness, this award recognizes scholarly efforts beyond
112 teaching excellence. The University shall make available up to five SoTL
113 awards.

114 (d)Applications for Incentive Awards. Applications shall be completed
115 on-line. These awards shall be made according to the criteria or
116 procedures listed on the Faculty Excellence website.

117 (e)Incentive Award Selection.

118 (1)TIPs/RIAs. College or unit committees for the TIP and RIA award
119 programs shall be elected by and from the unit employees. The committees
120 shall equitably represent the departments or units within them. Employees
121 who plan to apply in the current cycle for a particular award shall not be
122 eligible to serve on the committee. A committee chairperson for each
123 incentive award program shall be elected by and from the college/unit
124 committee. The chairperson shall charge the committee that members shall
125 only consider the merits of the application. No additional outside
126 information or discussion of position, e.g., instructor vs. tenure track
127 employee, past awards, current salary, etc., may be considered, nor may
128 additional criteria be used. The committee shall review the award
129 applications and shall submit a ranked list of recommended employees to
130 the dean or dean's representative. In ranking the applicants, committee
131 members shall only consider the merits of the application.

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

139 b. In larger colleges or units, subcommittees may be formed from
140 the committee at-large in the interest of efficient evaluation of the incentive
141 award applications. Each subcommittee must include at least three
142 members, and every member of the committee at-large must serve on a
143 subcommittee. The applications to be reviewed shall be equitably
144 partitioned among the subcommittees. The subcommittees shall follow the
145 ranking procedure outlined above to determine which applications they
146 recommend to the committee at-large. Then the committee at-large shall be
147 convened to review the applications recommended by the subcommittees.

148 c. The committee chair shall convene the committee (at-large)
149 and review their initial rankings. Discussion shall be limited to information
150 contained in the application and may focus on applicants with few or
151 dispersed rankings.

152 d. Following this discussion, the committee shall use a secret
153 ballot to rank candidates using the procedure outlined in (a) above.

154 e. A majority of voting committee members present must rank an
155 applicant for that employee to be eligible for an incentive award.

156 f. The applicant with the highest mean rank (i.e., the sum of the
157 applicant's rankings divided by the number of committee members present)

158 shall have the highest priority for an incentive award, the applicant with the
159 next highest mean rank the next highest priority, and so on, until all
160 applicants who received rankings by a majority of committee members
161 present are ranked in order.

162 g. In the case of T tied rank for the final available award, the
163 procedure outlined in (a) above, with T being the highest possible rank,
164 shall be used to break the ties. The ranking process outlined in (a) above
165 shall be used as many times in succession as necessary until all such ties
166 are resolved and a final ranked list is complete.

167 h. The committee chair shall transmit this ranked list to the dean
168 or dean's representative, or unit head who reviews and approves the
169 awards. If the selection committee awards fewer than the number of
170 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
172 be retained in the same college or unit for one additional cycle before it is
173 returned to the overall pool for apportionment.

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

181
182 **23.5 Excellence Awards.** The University shall implement the merit-based
183 bonuses set forth below to recognize and promote employee excellence
184 and productivity that respond to and support the mission of the University of
185 Central Florida.

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

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

195 (2) Each academic year, the University may award Trustee Chair
196 Professorships.

197 (3)The eligibility criteria for an applicant is holding the rank of tenured
198 professor; the applicant must be recognized as a “foremost scholar” in his
199 or her chosen area of expertise, meaning known as a preeminent scholar in
200 his or her discipline; and have a positive impact to other scholars at UCF.
201 Applications will be reviewed by a committee consisting of one Trustee
202 Chair, one Pegasus Professor, the Chair of the Faculty Senate, and the
203 Vice Provost for Faculty Excellence. An employee who holds the rank of full
204 professor shall be appointed by the UCF-UFF Chapter President to serve
205 as an ex officio member of the committee, and shall not have a voting role
206 except in the case of breaking any tie votes. The President and Provost or
207 designee will make the final appointment.

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

211 (1)Award recipients shall receive a one-time payment of \$5,000 as
212 well as a Pegasus statue.

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

215 (3)The eligibility criteria is having completed five years at the rank of
216 tenured professor at UCF; having achieved excellence in teaching,
217 research and/or creative activity; and demonstrable service and scope of
218 national and international impact. The awards are ultimately determined by
219 the President or designee.

220 (c)Excellence Awards. All full-time employees in the appropriate
221 discipline with at least three years of continuous non-visiting, non-OPS
222 service at UCF immediately prior to the current year are eligible, except for
223 employees who have received a college or university excellence award in
224 the past three academic years in the category for which they are applying.
225 For some Excellence awards, additional eligibility criteria are specified
226 below. Award recipients shall receive a one-time payment of \$2,000. Each
227 academic year, the University shall award Excellence in Undergraduate
228 Teaching awards, one University Award for Excellence in Undergraduate
229 Teaching, Excellence in Graduate Teaching awards, one University Award
230 for Excellence in Graduate Teaching, one University Award for Excellence
231 in Faculty Academic Advising, Excellence in Research awards, one
232 University Distinguished Research award, one University Award for
233 Excellence in Professional Service, one Excellence in Librarianship award,
234 and one Excellence in Instructional Design award.

235 (1)Excellence in Undergraduate Teaching awards.

236 a. Eligibility. Employees must be assigned to teach at least two
237 undergraduate courses in the current academic year and to have taught at
238 least six undergraduate courses over the preceding three academic years.

239 b. The criteria for evaluating applicants' files shall include three
240 major categories:

- 241 1. Innovations to improve undergraduate teaching;
- 242 2. Undergraduate teaching accomplishments/honors;
- 243 3. Evidence of impact on undergraduate teaching.

244 (2) Excellence in Graduate Teaching Awards.

245 a. Eligibility. Employees must have contributed significantly to
246 graduate education, including substantial teaching of graduate courses
247 (including thesis and dissertation courses) over the current academic year
248 and the three preceding academic years.

249 b. The criteria for evaluating applicants' files shall include three
250 major categories:

- 251 1. Innovations to improve graduate teaching;
- 252 2. Graduate Teaching Accomplishments/honors;
- 253 3. Evidence of impact on graduate teaching.

254 (3) Excellence in Research Awards

255 a. Eligibility. Employees must have an assignment of at least 0.10
256 FTE in research over each of the three immediately preceding years and
257 the current year at UCF.

258 b. The criteria for evaluating applicants' files shall include three
259 major categories.

- 260 1. cumulative value and impact of research efforts at UCF
261 within the discipline and to society;
- 262 2. Recognition of research impact by the individual's peers in
263 the same or in related disciplines;
- 264 3. Publication/dissemination and presentation of research
265 results.

266 (4) Excellence in Faculty Academic Advising.

267 a. Eligibility. All employees who currently advise and who have
268 advised undergraduate students over the preceding three academic years
269 are eligible.

270 b. The criteria for evaluating applicants' files shall include three
271 major categories:

- 272 1. Evidence of extra effort to improve advising;
- 273 2. Evidence that students have been sensitively and
274 appropriately informed and guided concerning career choices and
275 academic opportunities;

276 3. Evidence that the nominee serves as a role model in the
277 pursuit of learning.

278 (5) University Award for Excellence in Professional Academic
279 Advising.

280 a. Eligibility. Employees who have a current full-time assignment
281 and full-time experience for the preceding three years at UCF in an
282 academic advising unit within a college, regional campus, institute, center
283 or the Division of Student Development and Enrollment Services are
284 eligible. Employees with regular teaching assignments are eligible for other
285 advising awards and are not eligible for the Professional Academic
286 Advising.

287 b. The criteria for evaluating applicants' file shall include three
288 major categories:

289 1. Evidence of success in retaining students;

290 2. Evidence of guiding students to timely completion of their
291 degrees;

292 3. Creating a caring and supportive environment, and helping
293 students realize their potential.

294 (6) University Awards for Excellence in Professional Service.

295 a. Eligibility. Employees who are assigned an FTE of 0.10 for
296 professional service duties over the current year and for each of the three
297 preceding academic years are eligible.

298 b. The criteria for evaluating applicants' files shall include three
299 major categories:

300 1. Evidence of effectiveness in service to the university by
301 highlighting leadership contributions;

302 2. Evidence of significant accomplishment in professional
303 organizations in the nominee's discipline;

304 3. Evidence of recognition for outreach activities, service, and
305 leadership contributions to community organizations.

306 (7) Excellence in Librarianship.

307 a. Eligibility. Employees who have served at UCF as a librarian on
308 a permanent line for the current year and at least the three years
309 immediately preceding the current year are eligible.

310 b. The criteria for evaluating applicant's files shall include two
311 major categories:

312 1. Evidence of extra effort to improve library services and
313 collections;

314 2. Evidence of a sustained period of excellence in the library
315 profession.

316 (8) Excellence in Instructional Design
317 a. Eligibility. Must be an instructional designer on a non-visiting,
318 non-OPS 12-month contract at the time of nomination and over the three
319 preceding academic years.

320 b. The criteria for evaluating applicant's files shall include two
321 major categories:

- 322 1. Innovative contributions to UCF and/or the ID field;
- 323 2. Evidence of outstanding effort to promote quality of online
324 instruction and improve relationships with faculty members at UCF.

325 (9) Excellence in English Language Institute Instruction.

326 a. Eligibility. Must have a full-time, non-visiting, non-OPS
327 appointment at ELI for the current academic year and for the three
328 preceding academic years.

329 b. The criteria for evaluating applicant's files shall include three
330 major categories:

- 331 1. Evidence of innovative contributions to UCF or the ELI field;
- 332 2. Evidence of extra effort to improve ELI success;
- 333 3. Evidence of a sustained period of excellence in ELI.

334 (10) Recommendations for these awards are made by various
335 committees and are ultimately determined by the president or designee.
336

337 **23.6 Salary Increases for Employees Funded by Contracts and Grants.**

338 (a) Employees on contracts or grants shall receive salary increases
339 equivalent to similar employees on Education and General (E&G) funding,
340 provided that such salary increases are permitted by the terms of the
341 contract or grant and adequate funds are available for this purpose in the
342 contract or grant. In the event such salary increases are not permitted by
343 the terms of the contract or grant, or in the event adequate funds are not
344 provided, the University's representative shall seek to have the contract or
345 grant modified to permit or fund such increases.

346 (b) Nothing contained herein shall prevent employees whose salaries are
347 funded by grant agencies from being allotted raises higher than those
348 provided in this Agreement if such increases are provided by the granting
349 agency.
350

351 **23.7 Administrative Discretion Increases.** From the date of ratification of this
352 document, through August 31, 2021, the University may provide
353 Administrative Discretion Increases up to one and one-half percent (1.5%)
354 of the total salary rate of employees who were in an employment
355 relationship with the University on May 7, 2018. Any Administrative

356 Discretion Increase provided to contract and grant (C&G) employees, any
357 court-ordered or court-approved salary increase, any prevailing wage
358 adjustment for the purpose of qualifying for immigration status, or any
359 salary increase to settle a legitimate, broad-based employment dispute
360 shall not be subject to the terms and limitations of this Section.

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

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

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

372 (d) The University's ability to provide Administrative Discretion Increases
373 shall expire August 31, 2021, and shall not become part of the status quo.

374

375 **23.8 Report to Employees.** All employees shall receive notice of their salary
376 increases prior to implementation.

377

378 **23.9 Type of Payment for Assigned Duties.**

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

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

386

387 **23.10 Twelve-Month Payment Option.** The parties agree that a twelve-month
388 payment option for 9-month employees shall be offered each year during
389 an annual open enrollment period from April 1 to June 30. If chosen by the
390 employee, this payment option shall become effective for one year starting
391 with the first full pay period beginning after August 8. The plan shall allow
392 for employees to select a fixed savings amount to be deducted from each
393 of the nineteen full bi-weekly paychecks received during the Fall and Spring
394 semesters with a change in that amount to account for those paychecks
395 from which double premiums are deducted. The total savings shall be

396 returned to the employee in equal amounts for the five full bi-weekly
397 paychecks received during the Summer. The University shall provide an
398 online calculator to assist the employee in determining a savings amount
399 and fixed reduction amount that will allow the employee's net paychecks to
400 remain approximately constant. Pay received for supplemental summer
401 assignments shall be unaffected by this plan. This pay plan is subject to tax
402 limitations.

403
404 **23.11 Administrative Salary Stipends.** A temporary salary increase that is
405 provided to an employee as compensation for performing a specific, titled
406 administrative function shall be permitted under this agreement as an
407 Administrative Salary Stipend. At least 14 days prior to the effective date of
408 any Administrative Salary Stipend, the University shall provide UFF a
409 written notification of the stipend which states the name of the employee,
410 the rank and discipline of the employee, the amount of the stipend, and the
411 reason for the stipend. If all or part of the stipend is later added to the
412 employee's salary, the amount so converted shall be treated as an
413 Administrative Discretion Increase during the year in which the conversion
414 takes place and shall be subject to limitations of that section.

415
416 **23.12 Salary Rate Calculation and Payment.** The biweekly salary rate of
417 employees serving on twelve-month appointments shall be calculated by
418 dividing the salary rate by 26.1 pay periods.

419
420 **23.14 Compensation currency.** The university receives its budget and
421 disburses monies in U.S. dollars.