

1 **ARTICLE 23**

2 **SALARIES**

3
4 **23.1 Promotion Increases.**

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

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

14
15 **23.2 Legislatively Mandated Increases.** Any legislatively mandated increases shall be
16 implemented as soon as practicable.

17
18 **23.3 Other Increases.**

19 (a) Across-the Board Salary Increases. ~~No across-the-board salary increases will be~~
20 ~~distributed this cycle.~~

21 (b) One-time payment. ~~No one-time payment will be distributed this cycle.~~

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

23
24 **23.4 Annual Incentive Award Programs.** Incentive Award Programs recognize and
25 promote employee excellence and productivity that respond to and support the mission of
26 the University of Central Florida, including its strategic initiatives and five key goals. The
27 provost or his or her designee shall give final approval for awards to successful faculty.
28 Each year, the University shall make available to eligible employees 115 Incentive Awards.
29 The awards shall be distributed to awardees in the next award cycle after ratification of this
30 document as set forth below. Regardless of contract length (9 months through 12 months),
31 award recipients shall receive a one-time award of \$5,000 as soon as practicable and a
32 \$5,000 increase to their salary effective at the beginning of the succeeding academic year.
33 Employees on visiting and other temporary appointments are not eligible for incentive
34 awards. Employees on non-E&G funding will be eligible for the increase depending on
35 availability of funds. All full-time employees in the appropriate discipline with at least four
36 years of continuous, non-OPS service at UCF immediately prior to the current year are
37 eligible.

38 (a) UCF-Teaching Incentive Program. The UCF-Teaching Incentive Program ("UCF-
39 TIP") rewards teaching productivity and excellence. Each academic year the University shall
40 make available up to fifty-five UCF-TIP awards to eligible employees. The UCF-TIP award
41 recognizes employee contributions to UCF's key goals of offering the best undergraduate
42 education available in Florida and achieving international prominence in key programs of
43 graduate study. Employees applying for TIPs must meet current productivity criteria.

44 (b) UCF-Research Incentive Award Program. The UCF-Research Incentive Award
45 ("UCF-RIA") program recognizes outstanding research, scholarly, or creative activity that
46 advances the body of knowledge in a particular field, including interdisciplinary research
47 and collaborations. Each academic year the University shall make available up to fifty-five

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Deleted: Effective August 23, 2019 for the 2018-2019 (distributed on pay date 9/13/2019) year, each eligible employee shall receive a two percent (2.0%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of August 23, 2019. 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 January 11, 2019; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 2017-18 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.

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

Deleted: (c) ~~Across-the Board Salary Increases.~~ Effective September 20, 2019 for the 2019-2020 (distributed on pay date 10/11/2019) year, each eligible employee shall receive a one and a quarter percent (1.25%) increase to the employee's base salary. This increase will be calculated using the employee's salary as of September 20, 2019. 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, 2019; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 2018-19 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.¶

(d) For the 2019-2020 year, the Board of Trustees shall provide a \$1000 one-time payment to each eligible employee who was in a continual employment relationship with the University prior to May 7, 2019, who remains in a continual employment relationship at the date of implementation, and whose most recent evaluation, if provided, was Satisfactory or above. This one-time payment will be distributed on the November 22, 2019, pay date.¶

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96 UCF-RIA awards to eligible employees. The UCF-RIA award recognizes employee
97 contributions to UCF's key goal of achieving international prominence in research and
98 creative activities.

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

104 (d) Applications for Incentive Awards. Applications shall be completed online. These
105 awards shall be made according to the criteria or procedures listed on the Faculty
106 Excellence website.

107 (e) Incentive Award Selection.

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

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

125 b. In larger colleges or units, subcommittees may be formed from the committee
126 at-large in the interest of efficient evaluation of the incentive award applications. Each
127 subcommittee must include at least three members, and every member of the committee at-
128 large must serve on a subcommittee. The applications to be reviewed shall be equitably
129 partitioned among the subcommittees. The subcommittees shall follow the ranking
130 procedure outlined above to determine which applications they recommend to the
131 committee at-large. Then the committee at-large shall be convened to review the
132 applications recommended by the subcommittees.

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

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

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

140 f. The applicant with the highest mean rank (i.e., the sum of the applicant's
141 rankings divided by the number of committee members present) shall have the highest
142 priority for an incentive award, the applicant with the next highest mean rank the next
143 highest priority, and so on, until all applicants who received rankings by a majority of
144 committee members present are ranked in order.

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146 g. In the case of T applicants with tied mean rank for the final T-1 or fewer
147 available award(s), the procedure outlined in (a) above, with T being the highest possible
148 rank, shall be used to break the ties. The ranking process outlined in (a) above shall be
149 used as many times in succession as necessary until all such ties are resolved and a final
150 ranked list is complete.

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

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

163 **23.5 Excellence Awards.** The University shall implement the merit-based bonuses set
164 forth below to recognize and promote employee excellence and productivity that respond to
165 and support the mission of the University of Central Florida.

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

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

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

175 (3) The eligibility criteria for an applicant is holding the rank of tenured professor; the
176 applicant must be recognized as a "foremost scholar" in his or her chosen area of expertise,
177 meaning known as a preeminent scholar in his or her discipline; and have a positive impact
178 to other scholars at UCF. Applications will be reviewed by a committee consisting of one
179 Trustee Chair, one Pegasus Professor, the Chair of the Faculty Senate, and the Vice
180 Provost for Faculty Excellence. An employee who holds the rank of full professor shall be
181 appointed by the UCF-UFF Chapter President to serve as an ex officio member of the
182 committee, and shall not have a voting role except in the case of breaking any tie votes.
183 The President and Provost or designee will make the final appointment.

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

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

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

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

193 (c) Excellence Awards. All full-time employees in the appropriate discipline with at least
194 three years of continuous non-visiting, non-OPS service at UCF immediately prior to the
195 current year are eligible, except for employees who have received a college or university
196 excellence award in the past three academic years in the category for which they are
197 applying. For some Excellence awards, additional eligibility criteria are specified below.
198 Award recipients shall receive a one-time payment of \$2,000. Each academic year, the
199 University shall award Excellence in Undergraduate Teaching awards, one University
200 Award for Excellence in Undergraduate Teaching, Excellence in Graduate Teaching
201 awards, one University Award for Excellence in Graduate Teaching, one University Award
202 for Excellence in Faculty Academic Advising, Excellence in Research awards, one
203 University Distinguished Research award, one University Award for Excellence in
204 Professional Service, one Excellence in Librarianship award, and one Excellence in
205 Instructional Design award.

206 (1) Excellence in Undergraduate Teaching awards.

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

210 b. The criteria for evaluating applicants' files shall include three major
211 categories:

- 212 1. Innovations to improve undergraduate teaching;
- 213 2. Undergraduate teaching accomplishments/honors;
- 214 3. Evidence of impact on undergraduate teaching.

215 (2) Excellence in Graduate Teaching Awards.

216 a. Eligibility. Employees must have contributed significantly to graduate
217 education, including substantial teaching of graduate courses (including thesis and
218 dissertation courses) over the current academic year and the three preceding academic
219 years.

220 b. The criteria for evaluating applicants' files shall include three major
221 categories:

- 222 1. Innovations to improve graduate teaching;
- 223 2. Graduate Teaching Accomplishments/honors;
- 224 3. Evidence of impact on graduate teaching.

225 (3) Excellence in Research Awards

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

228 b. The criteria for evaluating applicants' files shall include three major
229 categories.

- 230 1. cumulative value and impact of research efforts at UCF within the
231 discipline and to society;
- 232 2. Recognition of research impact by the individual's peers in the same or in
233 related disciplines;
- 234 3. Publication/dissemination and presentation of research results.

235 (4) Excellence in Faculty Academic Advising.

236 a. Eligibility. Employees must have an assignment of at least 0.10 FTE for
237 advising in the current year and over each of the three immediately preceding years at UCF.

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

- 239 1. Evidence of extra effort to improve advising;
- 240 2. Evidence that students have been sensitively and appropriately informed
241 and guided concerning career choices and academic opportunities;

Deleted: All employees who currently advise and who have advised undergraduate students over the preceding three academic years

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246 3. Evidence that the nominee serves as a role model in the pursuit of
247 learning.
248 (5) University Awards for Excellence in Professional Service.
249 a. Eligibility. Employees who are assigned an FTE of 0.10 for professional
250 service duties over the current year and for each of the three preceding academic years are
251 eligible.
252 b. The criteria for evaluating applicants' files shall include three major
253 categories:
254 1. Evidence of effectiveness in service to the university by highlighting
255 leadership contributions;
256 2. Evidence of significant accomplishment in professional organizations in
257 the nominee's discipline;
258 3. Evidence of recognition for outreach activities, service, and leadership
259 contributions to community organizations.
260 (6) Excellence in Librarianship.
261 a. Eligibility. Employees who have served at UCF as a librarian on a permanent
262 line for the current year and at least the three years immediately preceding the current year
263 are eligible.
264 b. The criteria for evaluating applicant's files shall include two major categories:
265 1. Evidence of extra effort to improve library services and collections;
266 2. Evidence of a sustained period of excellence in the library profession.
267 (7) Excellence in Instructional Design.
268 a. Eligibility. Must be an instructional designer on a non-visiting, non-OPS 12-
269 month contract at the time of nomination and over the three preceding academic years.
270 b. The criteria for evaluating applicant's files shall include two major categories:
271 1. Innovative contributions to UCF and/or the ID field;
272 2. Evidence of outstanding effort to promote quality of online instruction and
273 improve relationships with faculty members at UCF.
274 (8) Recommendations for these awards are made by various committees and are
275 ultimately determined by the President or designee.

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277 **23.6 Salary Increases for Employees Funded by Contracts and Grants.**

278 (a) Employees on contracts or grants shall receive salary increases equivalent to similar
279 employees on Education and General (E&G) funding, provided that such salary increases
280 are permitted by the terms of the contract or grant and adequate funds are available for this
281 purpose in the contract or grant. In the event such salary increases are not permitted by the
282 terms of the contract or grant, or in the event adequate funds are not provided, the
283 University's representative shall seek to have the contract or grant modified to permit or
284 fund such increases.

285 (b) Nothing contained herein shall prevent employees whose salaries are funded by
286 grant agencies from being allotted raises higher than those provided in this Agreement if
287 such increases are provided by the granting agency.
288

289 **23.7 Administrative Discretion Increases.** From the date of ratification of this
290 document, through August 31, 2021, the University may provide Administrative Discretion
291 Increases up to one and one-half percent (1.5%) of the total salary rate of employees who
292 were in an employment relationship with the University on May 6, 2020. Any Administrative
293 Discretion Increase provided to contract and grant (C&G) employees, any court-ordered or

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297 court-approved salary increase, any prevailing wage adjustment for the purpose of
298 qualifying for immigration status, or any salary increase to settle a legitimate, broad-based
299 employment dispute shall not be subject to the terms and limitations of this Section.

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

304 (b) Administrative Discretionary Increases for verified written offers of outside
305 employment shall not ~~be subject to the one and one-half percent (1.5%) salary rate~~
306 limitation.

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

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

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314 **23.8 Report to Employees.** All employees shall receive notice of their salary increases
315 prior to implementation.

316
317 **23.9 Type of Payment for Assigned Duties.**

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

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

324
325 **23.10 Twelve-Month Payment Option.** The parties agree that a twelve-month payment
326 option for 9-month employees shall be offered each year during an annual open enrollment
327 period from April 1 to June 30. If chosen by the employee, this payment option shall
328 become effective for one year starting with the first full pay period beginning after August 8.
329 The plan shall allow for employees to select a fixed savings amount to be deducted from
330 each of the nineteen full bi-weekly paychecks received during the Fall and Spring
331 semesters with a change in that amount to account for those paychecks from which double
332 premiums are deducted. The total savings shall be returned to the employee in equal
333 amounts for the five full bi-weekly paychecks received during the Summer. The University
334 shall provide an online calculator to assist the employee in determining a savings amount
335 and fixed reduction amount that will allow the employee's net paychecks to remain
336 approximately constant. Pay received for supplemental summer assignments shall be
337 unaffected by this plan. This pay plan is subject to tax limitations.

338
339 **23.11 Administrative Salary Stipends.** A temporary salary increase that is provided to
340 an employee as compensation for performing a specific, titled administrative function shall
341 be permitted under this agreement as an Administrative Salary Stipend. At least 14 days
342 prior to the effective date of any Administrative Salary Stipend, the University shall provide
343 UFF a written notification of the stipend which states the name of the employee, the rank
344 and discipline of the employee, the amount of the stipend, and the reason for the stipend.

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348 If all or part of the stipend is later added to the employee's salary, the amount so converted
349 shall be treated as an Administrative Discretion Increase during the year in which the
350 conversion takes place and shall be subject to limitations of that section.

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352 **23.12 Salary Rate Calculation and Payment.** The biweekly salary rate of employees
353 serving on twelve-month appointments shall be calculated by dividing the salary rate by
354 26.1 pay periods.

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~~23.14 Compensation currency.~~ The university receives its budget and disburses monies in U.S. dollars.