



**MEMORANDUM**

TO: President John Thrasher  
Provost Sally McRorie  
Vice President Amy Hecht  
Vice President Tom Jennings  
Vice President Gary Ostrander  
Vice President Janet Kistner  
Vice President David Coburn  
Deans, Directors, Department Heads & HR Representatives

FROM: Renisha Gibbs, FSU/BOT Chief Negotiator and Associate Vice President for HR  
Michael Lake, Chief Budget Officer, University Budgets

THRU: Kyle C. Clark, Vice President for Finance & Administration

SUBJECT: 2019-2020 In-Unit & Out-of-Unit Faculty Salary Increases and Contract Administration

DATE: September 5, 2019

This memorandum reflects provisions and instructions pertaining to the administration of 2019-2020 salary increases for in-unit and out-of-unit faculty, excluding faculty members employed at Florida State University Schools (FSUS), as a result of the agreement reached on July 31, 2019 between Florida State University Board of Trustees (FSU/BOT) and the United Faculty of Florida (UFF). This memorandum will also provide a summary of the tentative agreement in its entirety.

**Promotional Increases (Effective August 8, 2019)**

Promotional increases will be granted: (1) in the amount of 12% added to the base salary in recognition of promotion to the ranks of Associate Professor, Associate Curator, Teaching Faculty II, Instructional Specialist II, Research Faculty II, Associate in Research, and Associate University Librarian; and, (2) in the amount of 15% added to the base salary in recognition of promotion to the ranks of Professor, Curator, Teaching Faculty III, Instructional Specialist III, Research Faculty III, Senior Research Associate or University Librarian. Promotional increases are effective August 8, 2019 and were reflected on the August 16<sup>th</sup> paycheck.

**Sustained Performance Increases (Effective August 8, 2019)**

Full Professors and Eminent Scholars who have been rated above "Official Concern" on their 2019 Sustained Performance Evaluation shall receive a 3% increase to base salary. Sustained Performance Evaluations should have been completed as part of the annual evaluation for all tenured faculty members who have been in rank for at least seven years or since being promoted or achieving tenure. Faculty members who have not received a Sustained Performance Evaluation within the past seven years must receive one prior to receiving a sustained performance increase.

Research Faculty III, Teaching Faculty III, Senior Research Associate, Instructional Specialist III, University Librarians, and Curators who have been working continuously at FSU for seven years or more after their promotion to top rank or equivalent (previous years in equivalent non-tenure track classifications) and who have received a rating above "Official Concern" in each of the previous seven years' annual evaluations shall receive a 3% increase to base salary. Faculty members who have not received a performance evaluation for the most recent of the past seven years must receive one prior to receiving a sustained performance increase.

Sustained performance increases shall be implemented with an effective date of August 8, 2019. It is the department's responsibility to ensure eligibility and to initiate the request for the salary increase. If a department has not yet submitted the request, and the faculty members meet the qualification and evaluation requirements above, please submit it via pPAF.

### **Performance Bonus (Effective September 6, 2019)**

All faculty members will receive a one-time, non-recurring performance-based bonus, in the amount of \$1,500, prorated by FTE. The one-time bonus will be effective September 6, 2019 and will be reflected on the September 27<sup>th</sup> paycheck.

The University also agreed to implement this bonus as a recurring increase, effective August 7, 2020, if the following condition is met: The University must receive an E&G appropriation that provides a minimum of \$4 million dollars in new funding, in which the newly allocated monies are funds appropriated by the State Legislature, including General Revenue, Tuition and Fees, and Lottery which are available and legally authorized for such purposes.

Eligibility for performance bonus: 9-month and 12-month faculty (in-unit & out-of-unit) must be employed by FSU (in a salaried position) with continuous service on or before September 10, 2018, and be employed in active payroll status on the effective date of the bonus, to be eligible.

Faculty members must have received an overall annual evaluation of at least "meets FSU's high expectations" for calendar year 2018 performance to be eligible. Faculty members who have been given notice of non-renewal or contract cancellation for non-budgetary reasons (other than contingent non-renewals) before the effective dates of the bonus are not eligible for the performance bonus.

It is the responsibility of the respective department to notify Rebecca Peterson ([rpeterson@fsu.edu](mailto:rpeterson@fsu.edu)) in the Office of Human Resources, in writing, by **September 10, 2019**, of any faculty employees who should not receive a performance bonus due to ineligibility. HR will be responsible for communicating names of ineligible employees to the Budget Office and to ERP.

### **Funding for the Salary Increases/Bonus**

**E&G Funded Employees.** The increases and bonus for these employees (OMNI fund codes 110, 121, 210, and 211), will be funded by the University.

**E&G Carryforward Funded Employees.** The increases and bonus for these employees (OMNI fund code 126, 140, 240, and 241), will be funded from the department's Carryforward resources.

**Non-E&G Funded Employees.** Eligible faculty members whose salaries are funded from contract and grants, auxiliary, student activities, technology fee, and other non-E&G funds should receive the increases/bonus, provided resources are available within said funds. Departments should notify the Budget Office in writing of any non-E&G budgets that will not have funds for the performance/merit increases as soon as possible.

### **FSU/BOT- UFF Collective Bargaining Agreement Updates**

#### **Article 8, Appointments**

- Inserted Section 8.5(c), outlining criteria for summer research assignments, including the requirement that criteria for these appointments be voted on by the faculty within the department/unit making the assignment. Exclusions from the policy include summer research and service appointments that are funded through Contracts and Grants and the faculty members who are investigators; the assignment is a regular part of the faculty member's position; and assignments where the completion of tasks require specific expertise or prior experience.

**Article 9, Assignment of Responsibilities**

- Added requirement to Section 9.2 (h) that faculty members with concurrent appointments in different departments/colleges have both supervisors review and agree on assignments.
- Added clarifying language in Section 9.11 (c) that the effort spent in the development of instructional technology may be greater than that associated with a traditional course depending on the effort of development and resource/materials available to the faculty member
- Added clarifying language in Section 9.11 (d) with regards to what types of online/distance offerings would constitute a separate class/additional course

**Article 10, Performance Evaluations**

- Removed Section 10.8, eliminating Sustained Performance Evaluations
- Updated Section 10.4(b) to allow Merit evaluations to be based on any period of time consistent with approved department criteria, including multiple years of performance
- Added a clause, 10.3(f)(3)e, indicating a Faculty member may receive an overall evaluation rating of “Does not Meet FSU’s High Expectations” if they fail to submit an EOP report, after notification

**Article 14, Promotion**

- Adopt new language that prohibits tenure committee votes to be cast by proxy.

**Article 15, Tenure**

- Moved from a 2nd and 4th year Tenure Review to one 3rd-year review in Section 15.3(e)(3)
- Inserted new language in section 15.2(e)(2) that requires Provost approval for exceptions to the limits on credit for prior service
- Added a new clause (15.2(f)(4)e) to provide clarification regarding a faculty member’s option to withdraw a granted extension of their tenure earning period

**Article 17, Leaves**

- Updated Section 17.7(a)-Paid Parental Leave, to allow faculty with teaching responsibilities to start their leave as early as the beginning of the semester in which the birth or adoption of their child is anticipated to occur, or up to three months early for non-instructional faculty. Also added language that specified faculty in “Visiting” or “Provisional” status are not eligible for the Paid Parental Leave benefit.
- In Section 17.8(c)(1) regarding compulsory leave, we clarified that the President, Provost or their delegate would determine if a faculty member is unable to perform their duties

**Article 19, Conflict of Interest/Outside Activity**

- Added clause 19.4(f) requiring faculty to review 19.4(a)-(e) at the start of each academic year to determine whether a new report of outside activity is required and that no report indicates no conflict of interest or compensated activity
- Added Section 19.9, which prohibits faculty members from serving in a direct teaching or supervisory role for students who are relatives, except in rare cases, when no other viable option exists, in which case the Provost must approve the exception and may add conditions to mitigate the possibility of bias

**Article 20, Grievance Procedure and Arbitration**

- Removed the language “which confers rights upon the UFF” in Section 20.3(b)(3), to clarify that the UFF can grieve any provision of the agreement
- Expanded the allowable retroactivity period for an arbitrator’s award to 60 days in section 20.8(f)(9) (previously 30 days)

**Article 21, Other Faculty Rights**

- Inserted a new clause, 21.3(b), confirming that the University will take reasonable precautions to ensure faculty safety from armed aggressors

**Article 24, Benefits**

- Struck Section 24.7, removing all language pertaining to the Phased Retirement Program, as the program was no longer applicable due to changes in legislation

**Article 29, Severability**

- Struck the entirety of the Severability article

**Article 30, Amendment and Duration**

- Added the duration dates for the new agreement and language requiring the negotiations in “reopener” years to start no later than April 1st and negotiations for the 2022-2025 Successor Agreement to start no later than March 1, 2022. We have also agreed that both parties will identify articles to be opened at the first bargaining session.

**Article 32, Definitions**

- Revised the definition for “Semester”, and inserted definitions for “Contract and Grant funding”, “E&G Funding”, “Instructional Faculty”, “Non-E&G Funding”, and “Specialized Faculty”.

**Appendix I**

- Added language that specifies the criteria for tenure and early tenure shall be the same

Should you have any further questions about the above, please contact Renisha Gibbs or Michael Lake.

Thank you.

RG/rp

Cc: Jane Livingston  
Rebecca Peterson  
Gail Friedrich  
Phaedra Harris  
Beverly Miller  
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Michael Williams

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