

# San Francisco State University The Acquisition, Installation, and Maintenance of Public Art<sup>1</sup>

## University Executive Directive #20-45

### I. INTRODUCTION

Artistic expression and works of art make important contributions to San Francisco State University's goals to promote a rich, diverse and stimulating cultural environment and to enrich the lives of students, faculty, staff, and visitors. They can also enhance the institution's image-- locally, nationally, and internationally.

The university actively promotes artistic expression as well as the exchange of ideas and viewpoints that it can evoke. However, recognizing the significance that art work displayed on the campus can have, this directive describes the approval process for contracting, acquiring, maintaining and displaying works of Art at San Francisco State University.

### II. DEFINITIONS

- A. **Works of Art** include, but are not limited to, paintings, murals, stained glass, statues, sculptures, monuments, fountains, architecture, displays or other items of a permanent character intended for ornament or commemoration.
- B. **Monuments** include structures, sculptures or other objects such as stone markers erected to perpetuate the memory of a person or event. Monuments may include inscriptions or plaques and such features of monuments are considered to be a part of the artwork for the purposes of this directive.
- C. **Plaques** include plates, disks, slabs, or other material affixed to a statue, ground, wall, stone, or other material with an inscription or ornamentation. The installation of any plaque is subject to the provisions of this directive.

### III. POLICY STATEMENT

In accordance with CSU Executive Order 276, no work of public art will be commissioned, acquired or installed without the fulfillment of the procedures outlined in this directive and the approval of the President. Alternative procedures exist for art-related projects at the Cesar Chavez Student Center (CCSC) and projects approved through the CCSC are exempt from the requirements this directive.

Public Art is considered to be permanent or long-term art in public spaces on campus, including all outdoor campus space and interior public spaces such as lobbies, social spaces, etc. This directive does not apply to works of art that faculty and staff place on view in their offices or that departments install in their offices. This directive applies in those instances when art is intended to be installed with no anticipated time limit or duration. This directive does not address student or faculty art installations with

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<sup>1</sup> This directive is based in part on a policy at Carnegie Mellon University and includes some language directly from that policy: <https://www.cmu.edu/policies/administrative-and-governance/public-art.html>

a defined time limit, and which are covered by separate guidelines and coordinated by academic departments.

The university welcomes temporary installations in public spaces organized by departments or individuals, which would as appropriate fall under the purview of dining, conference services, or the Time Place and Manner Executive Directive. The CAC is not involved with such short exhibits (six weeks or less), or those within gallery spaces. The CAC is intended to address only semi-permanent fixtures.

#### A. Campus Art Committee (CAC)

Proposals to commission, acquire (through gift or purchase), install and/or display artwork must be submitted to the Campus Art Committee. The CAC is composed of the following members:

- Two representatives from the Office of Capital Planning, Design, and Construction, at least one of whom has experience in public art and/or landscape architecture
- One representative from the Office of Facilities and Service Enterprises
- One representative from the Office of Government and Community Relations
- One senior level representative from the Office of University Development
- One faculty representatives from the School of Art
- One representative from the Global Museum
- A student representative, appointed by Associated Students
- One representative from Enterprise and Risk Management

All members are appointed by the President upon the recommendation by the Vice President of University Enterprises, Advancement, A&F, Associated Students, or the Academic Senate. The chair of the committee will be the Vice President of Advancement. Appointments are for one year and can be renewed.

#### B. Proposals Requirements

Each proposal must include:

- A statement explaining why the SFSU should acquire the work and how it would add to the mission of the University
- a thorough description, draft, rendering or other visual depiction of the artwork to be displayed;
- an explanation of how the artwork is to be acquired;
- a clear description of the site where the artwork would be displayed;
- a proposed project timeline ranging from acquisition to installation;
- an installation and maintenance plan included in the budget
- a project budget and source of funds.
- The provenance of the artwork (the history of the artwork's production and subsequent display and ownership)
- How conservation or damage of the piece is to be addressed
- A designated unit on campus that will have oversight for the artwork and will coordinate its management and care, through the Committee

- A written agreement between the university and owner of the artwork ensuring that the University possesses undisturbed rights in the display, use, and management of the piece (for example, if the piece becomes damaged, dangerous, or circumstances change in a manner such that affiliation would cause substantial harm to the reputation of the university, the University has the right to remove it, if necessary, for repair, storage, or deaccessioning)
- A funding plan for upkeep and conservation of the items

Proposals should be submitted to the Office of Capital Planning, Design and Construction, who will provide them to the committee chair at least 6 months prior to the anticipated installation.

### C. Process, Principles, and Criteria

The CAC meets on an ad hoc basis as public art proposals require review, or to address other public art planning issues. Recommendations of the CAC shall be upon a vote of the majority of members convened.

The Campus Planning Committee must be consulted on proposals for outdoor sites that require integration into the campus master plan. The Campus Planning Committee must submit comments to the CAC regarding public art proposals. After the CAC receives comments from the Campus Planning Committee, then the CAC may review the proposal.

In order to ensure that the CAC has the opportunity to receive input from all campus constituencies, prior to recommending acceptance of a piece of public art the CAC shall hold at least one public meeting, before a proposal is considered, which all interested campus community members may attend for purposes of hearing about and offering written comments on the proposed piece. The Committee will take all written comments timely submitted during the hearing into consideration before voting.

Notification of the meetings will be distributed to:

- CSUEU
- Academic Senate
- Associated Students
- Strategic Marketing and Communications (CampusMemo)

The CAC and subsequent decision makers will be guided by the principles that artwork displayed at SF State should: support our institutional commitments to social justice and equity; be consistent with our institutional obligation to provide a respectful and safe working environment for students, faculty, and staff; help facilitate respect and appreciation of diversity; and foster institutional pride and community solidarity. In support of these principles the CAC will evaluate proposals based on criteria related to the artwork as well as to the display site.

### Artwork Criteria

- Public safety
- Consistency with the mission of San Francisco State University
- Inherent artistic and aesthetic quality
- Compatibility in scale, material and form with surroundings
- Compatibility with the approved Campus Physical Master Plan
- Structural integrity, durability, and security
- Feasibility
- Acceptable provenance
- University unit to supply oversight and stewardship

### Site Criteria

- Visibility and access
- Traffic patterns and public safety
- Impact on surrounding facility functions
- Consistency with existing and future natural and architectural surroundings
- Impact on landscape design and maintenance
- Relationship to other artwork in the vicinity

#### D. Approval Process


Proposals approved by the CAC will be forwarded to the Campus Planning Committee. After consideration by the Campus Planning Committee, the proposal shall be submitted to the President for final approval.

Once the proposal is approved by the President, they will notify the Vice President responsible for stewardship of the artwork.

#### E. Stewardship Responsibilities

The Vice President of Administration and Finance will be responsible for the day-to-day management that includes:

- Installation of the approved artwork
- Physically inspecting all public art approved and acquired by the university
- Track and manage inventory of such items
- Notifying the appropriate campus partners of maintenance needs of the acquired art.
- Removal of the artwork

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