

UCR Policies and Procedures

Policy Title: Campus Art

Policy Number: 700-40

Responsible Officer:	Provost and Executive Vice Chancellor
Responsible Office:	Architects & Engineers
Superseded Date:	N/A (New Policy)
Effective Date:	January 1, 2017
Scope:	Acquisition, Consideration, and Placement of Public Art at the University of California, Riverside

I. Policy Summary

This document defines policy for the acquisition, siting, and maintenance of art in Public Areas on the University of California, Riverside (UC Riverside) campus. It provides the necessary guidance to ensure that permanent art installations complement and respect the campus character, are appropriate to its setting, history, traditions, and mission.

II. Definitions (applicable to this policy and associated procedures)

A. Advisory Committee on Campus Art

B. Campus Art is Public Art that meets the following criteria as determined by the UC Riverside Advisory Committee on Campus Art (ACCA):

- Exhibits high artistic merit;
- Unique in concept and execution;
- Created by an established artist or an individual of recognized potential; and
- Becomes an asset of the University upon placement at an approved location on University Controlled Properties.

C. Capital Program Advisory Committee (CPAC)

The CPAC, as part of an integrated approach to the planning and delivery of campus facilities, oversees the capital planning and development of the campus. The primary purpose of the committee is to ensure that:

- Issues related to the planning and design of campus facilities are addressed;
- Adequate consultation with constituent groups and/or stakeholders occurs; and
- Appropriate standards for the use of land, buildings and design are developed and applied.

The CPAC is an advisory committee to the Chancellor. One of its primary duties is to review proposed standards for land use, including proposed locations for the placing of Public Art on University Controlled Properties. For more on the functions, responsibilities, and composition of the CPAC visit the [Capital Program Advisory Committee](#) website.

D. Design Review Board (DRB)

E. Public Area is social space that is generally open and accessible to members of the campus community, including students, faculty, staff, alumni, volunteers, contractors, visitors, and anyone entering onto University controlled properties.

F. Public Art refers to a work of art in any media that has been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all.

G. University Controlled Properties refers to University owned properties, including those leased to others, as well as properties leased to the University.

III. Policy

A. Introduction

Art has intrinsic value to the UC Riverside community and as such is an integral part of the educational and pedagogical experience on campus. Art, in its many forms, should be ubiquitous and available to all. The display of Public Art on the UC Riverside campus enriches the cultural environment and enhances the role of the University in teaching, conducting research, and engaging in public service. In its discourse of growth, expansion, and the goals of national and international preeminence, UC Riverside includes discussions about the role of Public Art. These discussions focus on the long-term aesthetics of the campus. The University welcomes and encourages proposals of gifts that enhance the campus setting and complement its buildings, grounds, and natural features. Appropriate gifts beautify the campus, encourage appreciation of fine art in a variety of media and styles, offer enjoyment to the campus community and public, and memorialize important aspects of University tradition and campus culture.

The UC Riverside campus has developed a process for considering proposed gifts of art. Proposed gifts of art that do not go through this process are likely to face delays. Until the review is complete and approval authorized, donors should not formally commission any work or make any binding commitment, financial or otherwise, that assumes acceptance of a work of art by the University for siting as Campus Art.

B. Overview

This document explains the policy and provides procedural guidance. Additionally, it identifies the responsible entities, from initial proposal through upkeep, for the display of Campus Art.

C. Scope

This policy and the applicable procedures apply to all members of the UC Riverside community including faculty, staff, students, alumni, volunteers, contractors, visitors, and anyone entering onto University Controlled Properties.

This policy recognizes the UC Riverside goal of meeting sustainable green building design standards through LEED[®].

The policy and the applicable procedures are not intended to duplicate or supersede ongoing campus programs, such as short-term exhibits, student or faculty installations, or events having a defined time limit that are traditionally scheduled by campus galleries or through the colleges, schools, or other campus units.

IV. Responsibilities

A. Proposals

Because Campus Art is an essential element of campus aesthetics, individual donors, campus departments, and other organizations are encouraged to propose works of art for display as Campus Art. Departments planning new buildings or facilities are encouraged to propose including Public Art or identifying suitable sites for Public Art in their building or facility design submissions. In the short-term, UC Riverside is committed to investing the necessary resources to commission or acquire a signature piece of Campus Art that helps establish a coherent vision of the important role Public Art plays on campus. In the long-term, UC Riverside is committed to allocating the necessary resources to commission or purchase proposed artwork as part of the project budget of any new capital construction. The amount of funding allocated may vary based on a variety of factors, including but not limited to the size; purpose; and accessibility of the building or facility.

If a proposed piece of Public Art is being offered to, or sponsored by, a campus department or employee for display on campus, neither the department nor employee may make any implied or binding commitments on behalf of the University or UC Riverside until the review is complete and its display as Campus Art has been approved. This specifically includes any commitments as to whether the proposed Public Art will be approved as Campus Art, where the Public Art might be sited, or how an accompanying plaque may be worded.

B. Acquisition

The acquisition of Public Art may be by gift, bequest, or purchase, and only from the legal owner. All acquired Public Art becomes the property of the Regents of the University of California.

C. Commission

UC Riverside is committed to acquiring high quality works of art to establish the campus as a regionally and nationally recognized contributor of Public Art collections and displays. UC Riverside, whenever commissioning a piece of Public Art, will issue a request for proposal (RFP).

D. Loaned Art

The UC Riverside campus welcomes long term loans of sculptures from artists, museums, and other institutions consistent with the criteria set forth in this policy.

E. Temporary Art

As a world-renowned University seeking to develop new talent, UC Riverside encourages new and emerging artists to submit proposals for the temporary

displaying of Public Art on campus. As funds may not be available for the purchase of their work, established artists are invited to submit proposals for the temporary displaying of their Public Art. The displaying of temporary art must meet the criteria set forth in this policy. The approved temporary displaying of Public Art on a campus site is valid for a period not to exceed twelve months. However, the period may be extended by mutual consent of the artist and UC Riverside for no longer than 12 months. In recognition to the artist, UC Riverside provides the artist an honorarium, an approved amount not to exceed 10% of the assessed value of the artwork.

V. Procedures

A. Advisory Committee on Campus Art (ACCA)

Every formal Public Art proposal is presented to the ACCA for review. The ACCA, upon reviewing a proposal, forwards their recommendation to the Capital Program Advisory Committee (CPAC). The CPAC reviews the recommendation and, either, endorses or denies the proposal. The CPAC then forwards the recommendation to the Chancellor, who, either, approves or disapproves the proposal.

The ACCA welcomes and encourages the opportunity to participate with the potential donor and sponsoring department in helping to define and shape each proposal prior to submission, as well as assisting in the planning and conducting of a design competition. Each donor is advised to discuss the tentative proposals and art ideas with the ACCA before making any major investment of funds in developing a detailed proposal. A proposal need not be completed during this early discussion phase.

The ACCA was commissioned on March 23, 2006, by the Executive Vice Chancellor and Provost (EVC&P). It succeeds the campus Public Art Committee, established in the fall of 1999.

Meeting at least quarterly during the academic year and on an as-needed basis, the ACCA is charged with the initiation and/or solicitation and review of Public Art for the UC Riverside campus. Members of the ACCA are appointed by the EVC&P and consist of the following individuals:

- A member of the [Dean's Council](#), who serves as Committee Co-Chair (four-year term);
- Vice Chancellor-Business and Administrative Services, who serves as Co-Chair and Committee Coordinator (continuing appointment);
- Campus Architect (four-year term);
- Vice Chancellor-University Advancement or Designee (continuing appointment);
- Vice Chancellor-Planning and Budget or Designee (continuing appointment);
- A minimum of two UC Riverside faculty members, nominated by the Riverside Division of the Academic Senate, who have background/interest/expertise in the following areas (four-year terms):
 - Art
 - Art History
 - Landscape Design

- Architecture
- Planning
- A representative from:
 - The UC Riverside Staff Assembly (four-year term);
 - The Associated Students of UC Riverside (ASUCR) (annual appointment);
 - The Graduate Student Association (GSA) (annual appointment); and
 - UC Riverside Alumni

Upon completing review of a Public Art proposal, the ACCA provides recommendations on the appearance and proposed campus location, as well as funding information to the CPAC, if appropriate, and the Chancellor.

B. Office of the Chancellor

The Chancellor, upon review of the recommendations and information provided by the aforementioned committees, may accept or reject any Public Art proposal.

C. Office of Risk Management

When a Public Art proposal is approved as Campus Art, the Office of Risk Management is notified. The Director of Risk Management assists the UC Riverside ARTSblock with the task of having in place the required insurance coverage.

D. Step-By-Step Review Procedures and Issues

The ACCA provides each donor submission guidelines and review criteria to assist with drafting a proposal. The committee, in processing each proposal, applies these criteria when reviewing and providing a recommendation for each submitted proposal. These guidelines and criteria, as well as the review process are assessed on a recurring basis.

VI. Review Considerations

A. Criteria

The ACCA requests extensive information from each prospective donor and/or sponsoring campus department, including:

- Information about the work of art; including materials, concept and purpose, artist biography, date of creation of the piece, history, awards or critical notice, previous owners of significance.
- Artist portfolio, brochures, or samples of similar work.
- Name and bio of the donor describing his or her affiliation with the University, and a statement of donor goals in offering the particular piece of art to the campus. Draft wording for any proposed plaque accompanying the piece of art.
- Proposed site on campus, if specified, and rationale for site selection.
- Any technical issues related to materials, care, and installation needs, such as hanging arrangements, bases, pedestals, or footings needed or environmental conditions (excessive shade, sunlight, or moisture) that might affect the art or recommendations on its siting;
- Clear photographs of the art or, if it is a proposed piece not yet fabricated, an illustration. If the piece is a sculpture meant to be viewed in the round, photographs or illustrations from more than one perspective.

- If the work of art already exists and is located near campus, the ACCA or its representatives may wish to view the actual piece.

The ACCA reviews each proposal and makes a recommendation on the aesthetic value and appeal of the piece of art, its appropriateness for the campus, relationship to proposed campus locations, and technical and aesthetic issues, such as installation and site design and context.

As a matter of policy, the ACCA does not discourage any particular style of art. The campus is large enough to accommodate a wide range of styles and each proposed donation of Public Art is evaluated on its own merits. UC Riverside does not have funding set aside to purchase art or subsidize outdoor art installations. A proposal of Public Art as a gift is sometimes structured as a partnership between the donor, who contributes the piece of art, and the sponsoring department, which covers installation costs. Expenses incurred in relocating or repairing utility lines, light fixtures, paving, or landscaping affected by the siting of an approved Public Art on are usually considered part of the cost of installation, although exceptions may be made at the discretion of the Chancellor or designee. In some cases, it may be possible to combine the approved Public Art project efforts with other campus landscape or building improvements using different funding sources, to upgrade an entire area in a coordinated manner.

Under State law and applicable University policies, the campus must follow certain bidding, contracting, and operational procedures for any construction work on the campus, including site preparation for, or installation of, Public Art.

B. Proposal Form

Each Public Art proposal is made on the appropriate proposal form. For gifts, bequests or purchases, Form 700-40A is used. For loans or temporary art installations, Form 700-40B is used.

VI. Other Considerations

A. Plaques

Each approved piece of art is accompanied by a permanent identification plaque. Each identification plaque is a standard 8 ½ by 15". The approved plaque includes the name or title of the art, the date of its creation, the date of its installation on campus, and the name of the artist. A piece of art may include a brief memorial inscription, a line of poetry or quotation, or other wording appropriate to the art, donor, and setting. Each plaque should be complementary to the work of art.

The names of donors may be considered for inclusion on an identification plaque. The name of an individual donor is considered for inclusion only if the individual was responsible for all or a majority of the donation. The name of a donating group may also be considered. Art donation sponsors must not promise individual donors that their names or specific text wording are to be displayed on a plaque. The words inscribed on a plaque are approved during the review process.

B. Relocation, Removal, Deaccession

The University reserves the right to relocated, remove, or deaccession Campus Art.

i. Relocation of Campus Art

UC Riverside cannot provide an absolute guarantee that a work of art will remain in a single location or remain permanently on campus. The campus landscape is an evolving, active environment and it is not possible to predict every future need for building sites or landscape alterations.

Once it accepts a work of art as Campus Art, UC Riverside endeavors to keep the piece of art in an appropriate setting and condition. If it is determined that a major alteration to a piece of art is necessary, the University will seek to contact surviving donors/artists for consultation.

ii. Removal of Campus Art

UC Riverside reserves the right to sell or otherwise dispose of a piece of art that does not meet its standards of quality and relevance as herein described. Funds realized from the sale of Public Art that has been removed from the campus may only be used to augment University Public Arts funds to ensure the original intent of the donation, bequest, or acquisition is fulfilled as determined by the Chancellor upon the recommendation of the ACCA and the campus Design Review Board.

iii. Deaccession of Campus Art

The ACCA may consider deaccessioning Campus Art for reasons including, but not limited to: difficulty in protecting the piece of art; damage or deterioration of the piece of art which cannot be easily repaired; danger to public safety; changes to the site that have altered the aspect of the piece of art; changes that cause the piece of art to no longer fit into the context of the collection; and maintenance issues or structural faults.

C. Ownership

Unless a special condition is expressly requested by the donor and/or sponsoring campus department and approved through the review process, all ownership rights to permanent Campus Art are the property of the UC Riverside campus and the Regents of the University of California.

D. Maintenance Endowment

It is difficult to allocate funding in the UC Riverside annual budget for maintenance of permanent outdoor art installations, particularly those that require regular service, such as recoating or reapplying exterior finishes or protective coverings. For this reason, the campus may require funds for a permanent maintenance endowment as a condition of accepting donations of art. The campus does not have funds to repair extensive weather damage, deterioration, or vandalism to Public Art. If a proposed Public Art gift seems especially susceptible to any of these conditions it may be declined, or the ACCA may recommend that the gift be placed in an area with restricted access, or given to a facility, such as the Sweeney Art Gallery, Culver Center of the Arts, or California Museum of Photography, where it can be housed securely. A pieces of art with moving parts is carefully evaluated to determine the potential for breakage and future repair needs.

VII. Contacts

For comments or questions regarding this policy, members of the campus community are encouraged to contact the Office of Compliance at 951.827.8246 or send an email to UCRpolicy@ucr.edu. For comments or questions regarding

Campus Art, members of the campus community are encouraged to contact Architects & Engineers at 951.827.1277.

VIII. Related Information

- UC Riverside Policy and Procedures 450-25: *Naming of University Properties, Programs, & Facilities*
(<http://basapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=450-25>)
- Summary of Campus Art Policy 700-40S
- Art Proposal Form 700-40A (donated art)
- Art Proposal Form 700-40B (temporary art)

IX. Revision History

This is a new policy. The policy and associated procedures are reviewed, at a minimum every two years, by the Vice Chancellor-Planning and Budget or designee. The Office of Compliance updates this policy and associated procedures to reflect changes to related policies or governing standards, regulations, laws, and other such guidance as often as required.