MEMO TO: All University Offices

FROM: Robert A. Kennelly
Vice President, Administration

SUBJECT: Policy on Exhibition and Installation of Art Work on Campus

The attached Policy Governing the Exhibition and Installation of Art Work on Campus brings together and updates all prior policies and procedures on the exhibition and installation of art work on campus. The document has been approved by the President after review and recommendation by the Campus Planning Committee.

RAK: jd
POLICY GOVERNING THE EXHIBITION AND INSTALLATION OF ART WORK ON CAMPUS

This policy statement defines the approval process for the display of art work on the campus of California State University, Hayward. Art work, for the purposes of this policy statement, includes public displays, temporary and permanent, and supergraphics and murals. Temporary displays are defined as less than one year; permanent displays as any length of time over one year.

The acquisition and/or display of quality art objects throughout the campus is considered as an essential part of the campus master plan. The environment of the University can be enhanced by art, and every effort shall be made to obtain or create art work on campus. Art displays are typically located within the University galleries, museums, and the Library. With proper approval, however, these displays may occur throughout the campus.

TEMPORARY EXHIBITION OF ART WORK

Art work exhibited for less than one year is defined as temporary and usually refers to museum and gallery exhibits and other objects created from art or other academic programs, which may be placed throughout the campus. Art displayed should be of high quality and appropriate to the nature of the exhibit or display. Art exhibits on campus serve a variety of purposes and may be sponsored by different campus agencies. The various types of exhibitions and the responsibilities for controlling the temporary use of campus facilities for exhibition are:

Art Department: Instructional Exhibits

These are the purely instructional exhibits, consisting primarily of student classroom work, but occasionally including prints and reproductions created by individual instructors for specific teaching purposes. The following areas are designated for display of instructional exhibits:

1. First and second floor corridor walls in the Art and Education Building in those areas assigned to the Department of Art.

2. Display cases and areas approved by the Executive Dean and assigned to the Department of Art.

3. Patio area between Art and Education Building and Patio Structure.

The corridor walls should be protected and shall not be damaged from the hanging or display of art exhibits. The regulation and scheduling of this space will be under the control of the Chair, Department of Art.
Exhibits Sponsored by the Art Gallery Committee

The exhibits arranged for and presented by the Art Gallery Committee serve the broader interests of the University community. The space for these exhibitions includes:

1. Art Gallery, including the Gallery Patio
2. Art & Education Patio (SW) and contiguous mall and lawn area. See attachment #1.
3. Other areas approved by the Executive Dean.

The use of such space for art exhibits will conform to the University Regulation entitled "Reservation and Use of University Facilities Regulations Governing the Time, Manner and Place of Public Expression", published November 5, 1973. The regulation and scheduling of the listed spaces will be under the control of the Art Gallery Committee. The Art Gallery Committee and its responsibilities and functions are described in Attachment #2.

Student Art Club Exhibits

The regulation, scheduling, and place of exhibits sponsored by the Student Art Club or members thereof shall be under the control of the Art Club Faculty Advisor and the Director of the Gallery. An exhibition policy for the Art Club is described in Attachment #3.

Other University-wide Exhibits

When exhibits are initiated by University agencies other than the Art Department, such as the Library, Clarence E. Smith Anthropology Museum, CSUL Foundation, or other University departments, the Art Gallery Committee should be informed and may act in an advisory capacity to the sponsoring group. The use of campus facilities for such exhibits will be subject to the approval of the Executive Dean.

PERMANENT INSTALLATION OF ART WORK

Permanent art work refers to all installations in place for a period of time in excess of one year. Art work or objects to be located permanently on campus are classified as visually significant (monumental) or not visually significant. The determination of the degree of significance is the responsibility of the Campus Consulting Architect.
For those objects of art classified as significant, the following procedure for approval applies:

1. Precise plans for the proposed art work, including photographs, suggested location, dimensions, materials, and source of financing, shall be submitted to the Office of the Executive Dean for referral to the Subcommittee on Art of the Campus Planning Committee. The Subcommittee on Art consists of the Campus Consulting Architect (Chair); Chair, Department of Art; and a faculty and a student member of the Campus Planning Committee. The Subcommittee is responsible for reviewing all permanent art work proposals and making a recommendation to the Campus Planning Committee.

2. The Campus Planning Committee will review favorable recommendations of the Subcommittee on Art. If the Subcommittee recommendation is approved by the Campus Planning Committee, pertinent information will be forwarded to the President.

3. If the President concurs with the recommendation of the Campus Planning Committee, he will direct the Executive Dean to forward the proposal to the Chancellor's Office with a request that it be placed on the agenda of the Board of Trustees for their consideration. Approval by the Board of Trustees is required for all art objects considered visually significant.

For those objects not classified as architecturally significant, the following procedure applies:

1. Precise plans for proposed art work in necessary detail shall be submitted to the Office of the Executive Dean for referral to the Subcommittee on Art of the Campus Planning Committee for review and recommendation to the Campus Planning Committee.

2. The Campus Planning Committee will review favorable recommendations of the Subcommittee on Art. If the review results in approval by the Committee, a recommendation will be forwarded to the President.

3. Approval by the President is final for all art objects not considered visually significant.
**ART GALLERY COMMITTEE**

**Membership of the Art Gallery Committee**

The Art Gallery Committee shall consist of the Chair of the Department of Art, the Director of the Art Gallery who shall serve as Chair of the Committee, three other members of the Department of Art faculty, the Director of the Clarence E. Smith Museum of Anthropology, and a University member selected from the University at large. It shall be the responsibility of the Chair of the Department of Art to select the members of the committee and forward the names through the Dean of the School of Arts, Letters and Social Sciences to the President of the University for final approval.

**Meetings (Notices and Agenda)**

The Art Gallery Committee shall meet at least two times yearly -- at the beginning of the Fall term and in the Spring prior to the Gallery schedule and budget deadline. Formal agendas shall be distributed by the Committee Chair at least two days in advance of a meeting.

**Quorum and Voting Procedures**

A majority of the committee shall constitute a quorum. Decisions must be approved by a majority of the committee members present.

**Responsibilities and Duties of the Committee**

Within the framework of State law and resolutions, rules of the California State University relating to the delegation of authority by the President of a State University, and budget funds available for use, the Art Gallery Committee shall:

1. Plan the annual Art Gallery Schedule.
2. Select and arrange for gallery exhibitions on the basis of the highest quality art as appropriate to the nature of the exhibition.
3. Examine art works which are offered as gifts to the University and make recommendations to the President concerning the acceptance or rejection of such gifts.
4. Express opinions and recommendations to the President concerning the permanent installation of works of art on the campus.
5. Consider matters related to the long term development of the Art Gallery.
6. Generate and approve publicity, working with the Director, Public Affairs.
7. Review, approve and present the Art Gallery budget to the Chair, Department of Art who shall submit the budget through the School Dean for inclusion in the Instructionally Related Activities budget.
THE CALIFORNIA STATE UNIVERSITY, HAYWARD ART CLUB

POLICY

Regarding the Procedure in the Exhibiting
of Student Art Work

The club, its officers and its members shall aim for excellence in choosing work to be exhibited in designated areas on campus.

The work shall be selected from the best art available by an exhibition committee consisting solely of members within the Art Club and with the assistance of the Art Club Sponsor.

The purpose of the art shows shall be to make student art work accessible to the University community and to provide the professional experience of exhibiting as an integral part of the education of the student artist.

The foregoing shall be the official policy of the Cal State Art Club and as such be subject to any changes or revisions as deemed necessary by the Department Chair, Faculty Advisor, club officers or club members.

March 1, 1966