



Campus Art and Memorials

Standard Operating Procedure

The Ohio State University encourages the installation of art and memorials on or within university facilities to enhance the aesthetic nature of campus, enrich the educational experience, advance the learning of individual viewers, and/or memorialize individuals or events.

Definition

“Campus Art and Memorials” refers broadly to objects that are permanently placed or displayed in public space within university facilities or outdoors.

Campus Art and Memorials may be obtained by the university through a variety of means including:

- Commissioned or purchased by a university department or office
- Donated or bequeathed by a donor to or friend of the university
- Donated as a class gift with fund-raising activity typically handled through the Office of University Development
- Commissioned or purchased by the university through the State of Ohio *Percent for Art* program

University-Commissioned Art

A university department or office may commission or purchase a permanent work of art with its own funds or with funds contributed by a donor after a proposal has been reviewed and approved by the Campus Art and Memorials Committee and the Office of Academic Affairs.

Gifts and Bequests of Art

The [University Gift Acceptance Policy](#) explains university gift acceptance procedures, including the [Art Acceptance and Conservation Guidelines](#). In evaluating prospective gifts or bequests of art, several factors should be considered:

- Is there value in the art from a teaching/learning perspective?
- How would the art meaningfully add to the university's collection?
- Is there a desired location by the donor? Is indoors or outdoors placement preferred?
- Would the donation include installation costs?
- What would be the expectations and costs regarding maintenance? Would the donation include an endowment to maintain art?
- Is there any liability in accepting the art?
- How long will the art be on display? Under what terms could the university deaccession the work of art?

State of Ohio *Percent for Art* Program

[The State of Ohio *Percent for Art* legislation](#) provides funds for the acquisition, commissioning, and installation of works of art for new or renovated public buildings with appropriations of more than \$4



Campus Art and Memorials Standard Operating Procedure

million. For these projects, the law provides that 1 percent of the total appropriation will be allocated for artwork projects.

Artists creating works of art (or from whom work(s) are purchased) for the campus are selected based upon the merit of their past work and the potential value-added contribution their work may make to the university's art collection.

Procedure

Proposals for the development of campus art and memorials on or within University facilities must be submitted to the Campus Art and Memorials Committee for review before final determination by the Office of Academic Affairs.

A university office or department wishing to sponsor an art and/or memorial project should submit a written proposal to the Campus Art and Memorials Committee in sufficient detail to enable a discussion of the proposal. Details must include cost, source of funding, proposed location, scale, material, artist, motive, and projected benefit to the university. Representatives from the sponsoring unit might be asked to meet with the Campus Art and Memorials Committee or with the Integrated Physical Planning Liaison Group (IPPLG), the Integrated Capital Planning Group (ICPG), or the Capital Planning Executive Sponsor Group (ESG). After consultations, the Campus Art and Memorials Committee will submit a final recommendation to the Office of Academic Affairs or its designee. The Office of Academic Affairs retains final authority to act on a proposal and should be consulted when appropriate during the review process.

Proposals should be considered on a number of factors listed below. Not all factors are appropriate for every situation, and there may be additional assessments that the Committee will consider in reviewing proposals.

- Aesthetic quality of art and quality of the artist
- Whether the university's campus art collection will be enhanced by the art
- Contribution to teaching and research goals
- Conformance with campus master plan objectives
- Proposed site of the art and future campus land use
- Adequacy of funding for installation, fabrication, cost, and maintenance
- Impact on pedestrian and vehicle traffic
- ADA compliance
- Safety and security
- Impact on significant campus views or vistas, natural environment, utility systems, and grounds maintenance

Works of art serving solely decorative purposes that are typically located in individual or department offices, meeting/conference rooms, classrooms, hallways, small building entry areas, or other non-public spaces in buildings are not considered "campus art" and do not require review prior to purchase



Campus Art and Memorials Standard Operating Procedure

or installation. Also exempt from review are art objects displayed in a university exhibition space or other short-term displays in or outside university buildings.

Role and Scope of the Campus Art and Memorials Committee

The Campus Art and Memorials Committee is a university-wide committee that advises the Office of Academic Affairs on proposals for the development of Art and Memorials projects on and within university facilities.

The committee is charged with thoughtfully reviewing all art and memorial proposals submitted by university offices or departments and recommending implementation, modification, or rejection of the proposals. This committee also serves on the Art Selection Committee for the State of Ohio's *Percent for Art* program.

Committee Structure

The Campus Art and Memorials Committee is appointed by the Provost or his/her designee, to whom the committee reports. Student representatives are appointed by their respective university-wide governance organizations. The Committee is composed of the following members:

- 6 faculty members from the College of Arts and Sciences and the College of Engineering in the departments of Art; Art Administration, Education, and Policy; History of Art; Design; Architecture; and Landscape Architecture
- 1 at-large university faculty member from a department outside the above-referenced departments
- Associate Vice-President of Facilities, Operations, and Development, or a designated representative of that office
- 1 representative from the Wexner Center for the Arts
- 1 representative from University Libraries
- University Architect
- 1 undergraduate student
- 1 graduate student
- University Landscape Architect (serving as Committee Co-Chair)
- Divisional Dean of Arts and Humanities (serving as Committee Co-Chair)

Faculty members are appointed for three-year terms on a staggered schedule and may be reappointed for additional terms. Student members are appointed annually to one-year terms and may be reappointed by their respective student governance organizations.

Staff support for the committee comes from the College of Arts and Sciences and Office of Facilities, Operations, and Development.



Campus Art and Memorials Standard Operating Procedure

Committee Member Responsibilities

Responsibilities of members of the Campus Art and Memorials Committee include:

1. Attend meetings
2. Participating in discussion and vote on final recommendations
3. Recommending agenda items
4. Assisting with standing committee, *Percent for Art*, and ad hoc committee work
5. Remove themselves from voting where a conflict of interest may be present

Responsibilities of the co-chairs of the committee include:

1. Communicating with the Office of Academic Affairs or other University officials
2. Collaborating to prepare agenda items and associated documents for meetings
3. Appointing a staff member to schedule meetings, assist with logistics, and maintain notes of Committee proceedings

Meetings and Proceedings of the Committee

The Campus Art and Memorials Committee will maintain a schedule of regular activities on the academic year calendar (August through May). The Committee may be asked to participate in meetings and deliberations during the summer months when circumstances warrant immediate attention.

Meetings will be scheduled at the discretion of the co-chairs. Members will be notified of the meeting schedule and agenda items via email. Ideally, a request for agenda items will be sent to the co-chairs two weeks in advance of a meeting and the final agenda and associated documents will be sent one week in advance of a meeting. All members are encouraged to attend meetings to provide insight and perspective on issues discussed.

Agenda items requiring a final recommendation will be determined by a majority vote. Each member has one vote. A quorum of four members (excluding the co-chairs) must be present for votes.

Participation in the *Percent for Art* Committee

The art selection process for [Percent for Art](#) projects is managed jointly by the Ohio Arts Council and the Office of Academic Affairs (through the University Art and Memorials Committee).

The Art Selection Committee is appointed from the membership of the Campus Art and Memorials Committee and is led by the co-chairs. Committee members are appointed by the co-chairs, who might also appoint "User Agency" or "neighborhood" representatives from the building project or project area on an ex-officio basis. The State Administrator for the Ohio *Percent for Art* program is an ex-officio member on the Art Selection Committee.



Campus Art and Memorials

Standard Operating Procedure

Ad hoc committees may be created from the membership of the Committee to address issues requiring specific expertise. Ad hoc committees will be appointed at the discretion of the co-chairs.

The college dean or chief administrative officer of the User Agency appoints their representatives. Staff support for the committee may be provided by the College of Arts and Sciences; Facilities, Operations, and Development; and the State of Ohio's *Percent for Art* program Administrator.

Policy Revision and History

Campus Art and Memorial Policy will be reviewed every four years via a process directed by the Office of Academic Affairs.

Issued: 08/1989
Revised: 09/1991
Revised: 2/4/2008
Revised: 08/2014
Revised: 8/24/2018