UWG PROCEDURE NUMBER: 7.2.2, Approval for Campus Modifications (Including Artwork)
Authority: UWG POLICY 7.2 (Facilities and Grounds)

All "Improvements" and modifications to campus facilities and grounds, including artwork, shall be reviewed and approved before installation. The Chief Facilities Officer, pursuant to the authority of UWG Policy 7.2, establishes the following procedures for approving and installing "Improvements" and fixtures on campus:

A. Definitions.

1. Affiliated organization - An organization, identified through an agreement with the University, which serves to raise funds or advance the objectives of UWG.
2. Artwork - A painting, drawing, print, photograph, or sculpture, produced for exhibition purposes by faculty, students, visiting artists, or via donation. For the purposes of this procedure, "Artwork" does not include any merchandising, advertising, or promotional materials.
3. Building - Any structure that is, or is expected to be, assigned a unique number and listed in the State's inventory.
4. Deaccessioning - The decision and process to remove a work of art from the collection of public art and dispose of it. Disposal may include sale of the art piece to procure funding for other "Public Art".
5. Fixture - Any appliance, equipment, display, surface, safety measure or control device that is attached to the ground or building.
6. Improvements - Installation or modification of any fixed structure, long-term sign, fencing/gates, handrails/ guardrails, lighting, "Artwork", memorial, post/bollard, garden, utility appliance, recreational equipment, hardscape or plant/vegetation materials on buildings or outdoor spaces on campus.
7. Long Term sign - Any sign expected to be in place for more than 14 days or which requires excavation or a foundation for installation.
8. Outdoor Improvements Advisory Committee (OIAC) - An established or standing advisory committee that reviews the suitability of an "Improvement" related to site placement, facility impact, compliance with standards, premises risk, etc. The University President has final approval of OIAC recommendations and makes the final decision on all public art proposals.
9. Outdoor Spaces - Any state property administered by the University by way of ownership or lease, whether developed or undeveloped, including all above surface and underground improvements and infrastructure.
10. Public Art - Works of art to be placed in public areas within University buildings or grounds for permanent or long-term display. "Public art" includes art that is acquisitioned, commissioned, donated, purchased, and accepted by the University.
11. Public Arts Advisory Committee - A Committee appointed by the Provost to review requests for the installation of "Artwork" pursuant to University Policy 2.11.
12. Structure - Something built or constructed that rests on, or is attached to, existing terrain, including but not limited to a building, pole barn, shed, awning, pavilion, or pergola.
13. Unit - Any academic or administrative unit within the organizational structure of the University.
14. **Wayfinding** – Permanent signage related to campus arrival, building identification, vehicular directional, pedestrian directional, map kiosks, or parking identification as defined in the University’s Wayfinding standards.

**B. Policy Applicability & Exemptions.**

1. **Applicability**
   This policy applies to the proposed “Improvements” on buildings or “Outdoor Spaces” on campus. This policy also applies to the long-term designation of any “Outdoor Space” for any purpose.

2. **University Program Exceptions**
   This procedure generally does not apply to the following University efforts:
   b. Yard signs.
   c. Banners temporarily affixed to buildings or existing fixtures, provided no mechanical fasteners or adhesives are used. If in doubt, please contact Facilities.
   d. Pole banners.
   e. Temporary placement of any container or vehicle.
   f. Barricades, cones, or other temporary traffic-control device.
   g. Temporary placement of advertising materials approved by Auxiliary Services in accordance with UWG Procedures 5.5.1 through 5.5.3 (Solicitation, Advertising and Sales).

**C. Procedures for Initiating and Installing Improvements.**

1. **University Units**
   University units shall obtain the expressed approval of the Chief Facilities Officer before installing any “Improvement”. University units shall provide the following information on the proposed “Improvement” to the Chief Facilities Officer, as appropriate:
   a. Name, title, and department of the project sponsor.
   b. Funding source and estimated cost.
   c. Purpose, value and impact.
   d. Connection to strategic imperatives.
   e. Duration/longevity (permanent/rotation).
   f. Site plan including the project size, location, and orientation.
   g. Image or conceptual design.
   h. Description of other requirements such as concrete pads, walkways, fences, power, lighting, signage, etc.
   i. Means and methods on installation, including timeline and organizations involved.
   j. Any other information that may be helpful.

2. **Chief Facilities Officer**
   a. **Assessment.** Chief Facilities Officer shall conduct a proportional assessment of any proposed “Improvement”, to include:
      i. Regulatory considerations, including compliance with BOR standards for temporary structures.
      ii. Environmental and occupational safety.
      iii. Functional feasibility.
      iv. Accessibility.
      vi. Environmental impact.
      vii. Aesthetics.
b. Referral. Chief Facilities Officer may refer any project to the Outdoor Improvements Advisory Committee.

c. Permits. Chief Facilities Officer is also responsible for obtaining or prompting the necessary approvals or permits required for installation which may include:
   i. Utility locates.
   ii. Branding considerations.
   iii. Facility/building manager input and other area-user considerations.
   iv. Chain-of-authority.

d. Approval/Denial. Chief Facilities Officer shall issue a written approval or denial for all requests, or negotiate with requesting department for additional considerations. Chief Facilities Officer may also impose restrictions or conditions on installation or "Improvements", including who may perform the installation or "Improvement".

3. Installation
   a. Requesting department shall submit a work order or project request to effect the installation or "Improvement", or perform the installation themselves if approved by Chief Facilities Officer.
   b. All installations shall be in compliance with State, Board of Regents, and local regulations and standards. Any exception must have the expressed approval of Chief Facilities Officer.
   c. Unless otherwise expressed by the Chief Facilities Officer or higher authority, the requesting department is responsible for all financial costs associated with design, engineering, installation, and/or construction of the new "Improvement".

4. Maintenance & Upkeep
   Unless otherwise expressed by the Chief Facilities Officer or higher authority, the requesting department is responsible for all financial costs regarding the maintenance, repair, and upkeep of the new "Improvement".

D. Procedures for Initiating and Installing Artwork.

1. Initial Request.
   a. Requests to install "Artwork", other than for purposes related to class assignments or gallery exhibitions, shall be considered initially by the "Public Arts Advisory Committee". (See UWG Procedure 2.11.1 Public Arts Advisory Committee)
   b. Approved requests shall be forwarded to the Chief Facilities Officer.

2. Installment Assessment. Upon approval for "Artwork" by the "Public Arts Advisory Committee", the Chief Facilities Officer will either:
   a. Refer the request to the "Outdoor Improvement Advisory Committee (OIAC)" for evaluation, or;
   b. Consult with the artist to determine appropriate placement of the proposed "Artwork" as set forth in Paragraph C above.

The "Outdoor Improvements Advisory Committee (OIAC)" will develop, manage and periodically update the processes and procedures to receive, review, evaluate and make recommendations regarding proposals for Public Art on campus. The processes and procedures address such parameters as the type of art; the proposed location and duration of the display; potential costs to the university for procurement, installation and long-term maintenance; safety; ownership; a "Deaccessioning" process; and any desired soliciting/commissioning process. Please see Appendix A: Outdoor Improvements Advisory Committee (OIAC) Guidelines.
E. Excluded Locations. The Chief Facilities Officer may compile a list of locations not suitable for “Improvement” or “Artwork” installation. This list must have endorsement of the Chief Legal Officer.

F. Procedures for Requests by non-University Units

Proposals submitted by UWG committees, student organizations, affiliated organizations, outside agencies and individuals shall be routed through the Chief Facilities Officer and adhere to the same procedures above. All installations submitted by outside agencies shall have the approval of the Chief Business Officer prior to installation.

Issued by the Chief Facilities Officer, the ___ day of ___, 2018.

[Signature]

Reviewed by: VP Business and Finance

Previous version dated: N/A
Appendix A
Outdoor Improvement Advisory Committee (OIAC) guidelines

The processes and procedures developed by the OIAC will be vetted with input from appropriate entities (e.g. The Art Department, Risk Management). Public Art proposals are identified by category and each have specific procedures. The proposal procedures for all categories are as follows:

I. Proposal Requirements.

For Gifted or Donated works of art to the University; Solicited, Commissioned, and Sponsored works of art to the University, and /or Loaned works of art to the University:

1. Proposals for “Public Art” must be made in writing to the UWG OIAC.
2. Submission of a proposal does not commit UWG to approval. The OIAC shall not incur any costs in reviewing the proposal other than the time to review the written proposal at a scheduled committee meeting. OIAC review does not constitute approval.
3. OIAC will forward the art proposal to the UWG Foundation for review to prevent unintended crossover of procedures or interference with development and other fundraising opportunities.
4. If the proposed art piece meets all criteria and the OIAC deems the proposal is suitable for consideration, the Committee will forward its recommendation to senior leadership. OIAC recommendation does not constitute approval of the proposal.
5. Senior Leadership review of the proposal may include a recommendation of approval to the University President. Recommendation to the President does not constitute approval of the proposal.
6. The University President may approve, deny, or return a proposal for further consideration. The University President’s decision is final and can only be reversed by the President.
7. The AVP of CP&F will notify the proposal initiator of UWG’s decision.
8. UWG’s acceptance of an art submission shall not obligate or prejudice the university regarding donor/artists’ future art submission considerations.
9. Upon receipt of the gifted or donated art piece, all ownership rights must transfer to UWG and are retained while in possession of the art piece. The art piece becomes property of UWG and may be disposed of by the University as is deemed appropriate.

II. Evaluation Criteria and Requirements of all Proposals.

UWG will consider public works of art proposals using the following considerations and criteria (see further explanation following the rating system):

- Promotes the UWG Public Art Policy’s Mission and Intent
- Quality and Presentation
- Placement and Site Location
- Security
- Insurance and Indemnification Responsibility
- Installation Ceremony
- Maintenance Requirements and Funding
1. Promotes the UWG Public Art Policy’s Mission and Intent
   a. The proposed work of art enriches the educational experience for the UWG community
   b. The proposed work of art is of a subject matter or provides a message of interest for permanent installation on campus.
   c. The proposed work of art offers diversity of ideas to the UWG community.
   d. Additional considerations for multiple installations by the same artist:
      i. The multiple installations are part of a pre-established theme and plan endorsed by appropriate UWG committees;
      ii. The endorsed plan stipulates coverage of installation costs

2. Quality and Presentation
   a. The quality of art pieces refers to the overall accomplishment in the art form and content, and the quality of craftsmanship. Pieces with their own merit may not be acceptable if they are in contrast with the general aesthetic atmosphere and character of the University.
   b. Works of art must be constructed in a manner that insures its longevity. The making of the art should include the use of correct technical processes and materials which have a relative permanence.
   c. Works of art must be presented in a professional manner and demonstrate proficient and practiced art techniques.
   d. Works of art must include dedicated display mechanism, apparatus, or pedestal that is appropriately engineered and carefully constructed of durable and appropriate material. e) Proposed work of art is of appropriate quality in materials/medium for permanent installation on campus.

3. Placement and Site Location
   a. The placement of works of art on the campus will be carefully considered when initially proposed; however, a site location is not a contingency for acceptance of an art piece. The installation and placement of works of art will be determined by the OIAC.
   b. Site selection will consider the relationship of materials, colors, and textures and will exclude locations which result in visually poor and conflicting relationships between the object and the site.
   c. Works of art will be placed so as not to obstruct clear lines of vision or interfere with pedestrian mobility.
   d. A work of art will be placed in an area that is structurally able to bear the object's load.
   e. Placement of works of art must take into account emergency situations and will exclude locations which inhibit efficient access of emergency vehicles and responders.
   f. Consideration is given to appropriate sites identified in the Long Range Campus Master Plan. The location of art will be reviewed periodically by the AVP of CP&F as part of long-range planning or upon request.
   g. A piece of art may be temporarily or permanently relocated as needed to meet development plans or university needs. In the event of either relocation or removal, the University will coordinate the activity.
   h. Installation costs are either institutionally manageable or covered by the artist as part of the multiple installations plan.

4. Security
The University will take reasonable precautions to secure works of art in similar consideration of all assets.

5. Insurance and Indemnification Responsibility
   Responsibility Gifted and donated art is property of the University and therefore appropriately insured for liability, damage, and loss similar to other assets.

6. Installation Ceremony
   The University will coordinate a campus community awareness of the installation of an art piece that may include an on-site ceremony and UWG Today announcement. The University is responsible for ceremony announcement expenses.

7. Maintenance and Funding
   The University will assess required general maintenance as deemed necessary, will make recommendations associated with cost, and will attempt to confer with artist prior to repairs and refurbishing.

III. Additional Evaluation Criteria and Requirements of Loaned Public Art
   Loaned public art proposals follow the same process and utilize the same selection criteria as does the permanent collection, with the exception that the owner of the artwork (not the University) is responsible for:

1. The owner is responsible for maintenance costs attributed to the artwork for the duration of the loan. Maintenance fees are determined by the University and will be specified in the loan agreement. All maintenance fees are paid to the University. Unpaid maintenance fees can result in removal of the art work.

2. Installation and removal work will be performed by the University; however, the artwork owner is responsible for all installation and removal costs, which includes all associated costs for lighting and landscaping. Site preparation and remediation (following artwork removal) will be performed by the University and according to specifications from CPDC and Facilities Services.

3. During the period of time that a work of art is displayed publically by the University, the owner of the work of art must provide one of the following insurance documents:
   a. An insurance rider covering the specific work of art for the entire negotiated display time.
   b. A signed waiver holding the University harmless in the event of vandalism, damage, or theft.

4. UWG agrees to house the above described artwork on a loan basis, a time period agreed to beginning with a minimum of two years and up to an unspecified period of time that will be reviewed every five years for agreement modifications, including termination of agreement. If UWG chooses to remove the art piece from the campus and terminate the agreement, the University will notify the art owner (at the address provided to the University), at least 30 days prior to planned removal date. If after the initial two-year period and prior to the scheduled review period, the donor may arrange to remove the loaned art piece with a 120-day notice to UWG to coordinate the removal and satisfaction of all removal expenses.

IV. Removal of “Public Art” requires OIAC approval.
   The procedure broadly covers removal from site for storage, to elimination or destruction of the artwork, to “Deaccessioning”. Presidential approval of deaccession is for public art items that have escalated to a significant monetary value so that when disposed of provide a significant return according to current market value and insurance reduction. Methods of deaccession disposal include:
   • Out-right sale
   • Auction
• Donation to a non-profit institution or organization
• Sale or exchange of art through reputable art dealer

V. Internal Control Consideration:

Given the characteristics and magnitude of typical "Public Art", it is unlikely that qualified public works of art could be installed on campus without knowledge and cooperation from Facilities Services. However, works of art installed at UWG after the effective date of this Procedure and UWG Procedure 2.11.1 Public Arts Advisory Committee, but did not comply may be removed. Prior to removal, the sponsor of the public work of art will be required to complete a proposal to OIAC.