

**UNIVERSITY OF HOUSTON SYSTEM-WIDE
Art Acquisition Policies and Procedures**

AREA: Public Art Acquisitions

SUBJECT: Review & Selection of Public Art

1. PURPOSE

The purpose of this document is to provide policies and procedural guidelines that are to be followed by the System Wide Art Acquisition Committee (SWAAC) for any acquisition, selection, commission, and purchase of public artwork for the University of Houston System (UHS). Further, this memorandum provides the organizational objectives required to process and mandate artwork contracts and criteria for artist selection for public UHS art projects.

2. GENERAL GUIDELINES

SWAAC shall follow the given criteria for acquisitions, selection, commission and purchase of public art:

1. Recommend an artist (s) for each project based on meeting with the Architect, Project Manager and/or FP&C Director.
2. Recommend along with the artist the location within the site. Project funded work may be placed either as an integral part of the building project or may be placed in the proximity of the building or a portion of the funds used to art work in other areas of campus. Sites for artwork shall be identified during the initial planning and early development stages of the project by working closely with the artist, architects, and UHS Project Managers in order to effectively and economically integrate art into the planning of the project.
3. Recommend proposal phasing and design. Criteria for selection of artwork shall include but is not limited to the following:
 - Appropriateness to the location,
 - High aesthetic standards,
 - High probability of completion within timeline,
 - Durability and ease of maintenance,
 - Ability to accomplish, fabricate and install artwork for project budget

- High visibility,
 - Excitement and interest for the users of the facility, University and the surrounding community
 - Ability to relate to a diverse demographic,
 - Enhancement of the existing collection,
 - No restrictions should be placed on content but consideration should be given to the audience and client,
 - Fabrication and installation of artwork.
4. Oversee fabrication and installation of artwork.
 5. Coordinate communication, media relations and public education related to the public art selection and overall public art collection.
 6. Meet on a regularly scheduled basis to consider all of the above actions as well as to assist in managing and maintaining the collection. The SWAAC Chair or Curator will be responsible for scheduling and calling these meetings.
- b. The artist and artwork recommended by SWAAC will be presented to the appropriate component university representative for feedback and comments prior to a vote by SWAAC. Following SWAAC approval, the artwork may be presented to the Chancellor or other System representatives for comments prior to installation.

3. **DEFINITIONS**

- a. **Artist** is an innovative, creative and a skilled individual who is engaged with the creation, practice or demonstration of art. For the purposes of this policy, an artist would be defined as a creative, skilled, and reputed individual engaged in creation and production of artwork in a variety of media, but not limited to paintings, sculptures, wall hangings, photography or videos. The artist's artwork needs to be considered as high quality; is artistically and aesthetically valued by the local/national/international art community.
- b. **Project** for the purposes of this policy refers to public artwork either purchased or commissioned as part of the 1% public art allocation.

4. **GENERAL PROCEDURES FOR PUBLIC ART CONTRACT MANAGEMENT**

4.1. Commission of Artwork: Review and Selection of Artist

- 4.1.1 The Curator of the University Collection is responsible for selecting and recommending artists to SWAAC for an approved public art project.
- 4.1.2 The Curator of University Collection presents multiple examples of past works by different artists before SWAAC members for their decision.
- 4.1.3 The budget that is made available for the art project helps to determine if artists of local repute or nationally/internationally recognized artists will be selected and commissioned for the project.
- 4.1.4 The guidelines of this policy define the criteria for selecting and commissioning an artist. The excellence, credibility and quality of the artist's work and his/her reputation are taken into consideration while commissioning an artist. Moreover, the nature of the artist's prior works, and the appropriateness of the artwork within the site/facility are important considerations that SWAAC makes while commissioning an artist.
- 4.1.5 SWAAC members review and analyze multiple artists' works, their qualifications, work experiences and their proposal for the project. SWAAC may select either a single artist, and/or occasionally may select two artists to submit their final proposal for the project. SWAAC then convenes a meeting at a later date (no later than 90 days) to review the selected artist's proposal and presentation.
- 4.1.6. A proposal letter (that acts as a binding contract between UHS and the artist party) is issued to the selected artist (s). This letter outlines the requirements,

expectations for the project, and the deadline to submit the project proposal and present before SWAAC for their consideration and review. SWAAC has the final decision in commissioning the artist for the particular project.

4.1.7. The commissioned artist/s gets approximately three months to present their final proposal before the SWAAC board. During this phase, the Curator of University Collections, the artist, the architect, and the Project Manager for the construction site work in close collaboration to negotiate and finalize on the plan for the artwork for the specific construction/renovation site.

4.2. Proposal for Project

4.2.1. A meeting is scheduled with the artist to present the proposal, before SWAAC members and stakeholders related to the project. The artist(s) are invited to present their proposal in person. Any cost associated with the proposal presentation (artist's honorarium, travel allowance and any other related cost) is covered in the overall Project Budget of the 1% for Art.

4.2.2. During the proposal, SWAAC members can seek from the artist any clarifications/concerns (for e.g. materials degradation, expenses and budget, sustainability, longevity and safety concerns about the artwork) that they might have regarding the project. If deemed necessary, occasionally, the committee may ask the artist to make revisions to the proposed project plan to better suit the requirement of the building or facility for which the proposal is being accepted.

4.2.3. Once the proposal has been presented and all clarifications have been sought, SWAAC deliberates and decides whether or not to commission the artist. After

the decision is made, the artist is informed and a contractual agreement is drafted if proposal is accepted.

4.2.4. The contract agreement is binding upon both parties, and outlines the timeframe, specifications, budget, and payment schedule for the project.

4.2.5. On completion of the art piece/ project, SWAAC members make their final deliberation and decision is made about inclusion/exclusion of the art piece into the System's permanent collection.

4.3. Purchase of Artwork : Process & Proposal

4.2.1. The Curator of the University selects artworks (e.g. paintings, sculptures, photographs, and wall hangings) for purchase and presents before SWAAC for their approval.

4.2.2. The Curator of University Collection negotiates with various artists and art galleries and presents multiple examples of their part works before SWAAC for their decision. Selected art pieces must meet the aesthetic qualities and professional standards as established by SWAAC and the University.

4.2.3. The budget that is made available for the project helps to determine the cost that will be incurred for purchasing the artwork/piece.

4.2.4. SWAAC reviews multiple art pieces/artwork based on the recommendation of the Curator of University Collection. SWAAC has the final decision in selecting the art piece that will be purchased for the project.

4.2.5. Guidelines in this policy (stated earlier) define the criteria for selecting the artwork for purchase. The excellence, credibility, and quality of the art pieces are

taken into consideration. Moreover, the appropriateness of the artwork/piece within the site/facility is an important factor that is taken into consideration.

4.2.6. A standing purchasing agreement is drafted for the purpose of the purchase. The agreement outlines the negotiated value of the art piece, expectations for the project and the deadline within which the installation and fabrication will be completed.

4.3. Other Acquisitions and Gifts

4.3.1. Potential gifts of artwork to the System to be displayed in public settings and to be used for other than study materials are subject to the same review as works acquired through the 1% for Art procedure to insure that their esthetic quality meets the standards of SWAAC and the component university. Donor must supply an appraisal of the artwork.

4.3.2. Any college, foundation, corporation, or other entity wishing to contribute to new facilities, donate, participate in a joint venture, or otherwise give or create new facilities with any component university must include, as part of the project cost, at least 1% of the construction cost for the commissioning, selection, and installation of art.

5. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Administration

Review: Every three years on or before August 31