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## **Procedure Summary**

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Responsibility for all visual art matters of East Texas A&M University will rest with the President, who will be advised by the President's Visual Art Advisory Committee (Committee). Members of the committee are appointed by the President and will include: a faculty member from the Department of Art, an Institutional Advancement representative, a Campus Operations representative, a student representative, a representative of the Commerce community, and two university faculty and/or staff members.

This procedure gives direction to the Art Visual Advisory Committee in the acceptance and placement of visual art objects.

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## **Procedures and Responsibilities**

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### **1 ACQUISITIONS OF VISUAL ART OBJECTS**

- 1.1 All proposed acquisitions, whether by gift or purchase, of visual art objects for use in public spaces, either interior or exterior, shall be presented for approval to the Committee. The appropriate group/representative of the proposed building or area may be included in the decision-making.
- 1.2 All potential gifts of visual art offered directly to any department or individual of the University can only be accepted through the steps outlined in the University Procedure *21.05.01.R0.01 Solicitation and Acceptance of Gifts for the University*.
- 1.3 Acceptance of all gifts of art rests with the President.

### **2 SETTING OF VISUAL ART OBJECTS**

- 2.1 The Committee shall have responsibility and authority to facilitate the placement of approved acquisitions.
- 2.2 If the object is to be placed indoors, the Committee will advise on matters of location, safety, security, and maintenance.

- 2.3 If the item is to be placed outdoors, the Committee will advise on matters of location, safety, security, maintenance, accessibility, relationship to existing utilities, conformity with the University's Master Plan, and aesthetic or other considerations. The Vice President for Finance and Administration or designee will provide recommendations on these and other relevant matters.
- 2.4 If an object is accepted before there is an opportunity for recommendations by the Committee, the procedures outlined above will be undertaken before a final decision is made about placing the object.

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## **Related Statutes, Policies, or Requirements**

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System Policy [\*21.05 Gifts, Donations, Grants and Endowments\*](#)

System Regulation [\*21.05.01 Gifts, Donations, Grants and Endowments\*](#)

System Policy [\*51.03 Art Acquisitions for New and Renovated Facilities\*](#)

University Procedure [\*21.05.01.R0.01 Solicitation and Acceptance of Gifts for the University\*](#)

University Procedure [\*21.05.01.R0.02 Gifts, Donations, Grants and Endowments\*](#)

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## **Revision History**

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Approved November 5, 2007

Revised November 9, 2011

Reviewed August 31, 2017

Revised November 7, 2024 (University Name Update)

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## **Contact Office**

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President's Office

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