## Process for Unsolicited Art Proposals

### Step 1: Submission of Proposal Form

**Option A:** Students, faculty, staff and University units submit initial proposals for public art displays to the Chair of UPAC or Office of Advancement.

**Option B:** Proposals from individuals or organizations outside of the University must be made in collaboration with a University partner before they submit initial proposals for public art displays to UPAC or Office of Advancement.

### Step 2: Preliminary Review

The Chair of the UPAC/Office of Advancement will conduct a preliminary review of the request to determine whether it is ready to be submitted to the full Committee for review.

**Option A:** If the proposed art comes with funding and has the adequate information identified on the form, the proposal will proceed to step 3.

**Option B:** If the Chair of the UPAC/Office of Advancement determines that it is not ready to be submitted to the full Committee for review because the proposed art doesn’t have identified funding or has other missing information, then the proposal will be returned to the requesting unit for further revision. The requesting unit is responsible for supplementing, revising and re-submitting as necessary. RETURN TO STEP 1.

### Step 3: Committee Review

UPAC reviews the written proposal at a regularly-scheduled committee meeting.

### Step 4: Communicate and Cooperate with Relevant Stakeholders

UPAC will forward the art proposal to the CSU Facilities Management Planning and Design group and the CSU Office of Advancement for review to prevent unintended crossover of procedures or interference with development and other fundraising opportunities.

- **For proposed outdoor works of art,** approval is required prior to acceptance by Facilities Management Planning and Landscape Architecture group.
- **For public works of art (interior or exterior),** Building Proctors, Department Heads, and Deans potentially affected by site locations should be notified early in the site-selection process for input and to avoid any potential controversies.
- **For proposed indoor works of art,** approval is required prior to acceptance by Facilities Architecture group, the CSU Space Committee, and the appropriate building proctor.

### Step 5: Written Report of UPAC’s Recommendation

If UPAC deems the proposal is suitable for consideration and meets the full criteria outlined in Procedures, then UPAC will submit a written report of its findings and recommendations, either accepting or declining acceptance of the artwork.

**Option A:** UPAC approves the University’s acceptance of the artwork.

**Option B:** UPAC declines the University’s acceptance of the artwork. Applicants may appeal the decision through the Physical Development Committee for further review. The Vice President of Operations may, at their discretion, overrule UPAC or the PDC and approve the University’s acceptance of the artwork.

**Option C:** UPAC determines the proposal is not ready for recommendation and returns it to the requesting unit for further information or revision (e.g., changes in design, concept, or proposed site). The requesting unit is responsible for supplementing, revising and resubmitting as necessary. RETURN TO STEP 1.

### Step 6: Notification

Following UPAC’s review and determination, the Chair of UPAC will notify the proposal initiator of CSU’s decision.

### Step 7: Acceptance by UPAC

Upon receipt of final approval of the proposal, UPAC and Facilities Management will work with the applicant and artist/donor to finalize the contract and arrange for installation.