SOP Name: Campus Art Selection, Approval, and Installation

SOP Number:

Process Owner (Department): Academic Affairs/ Arts & Languages Divsion

Process Owner/Directly Responsible Individual (Title): Marianne Fontes/ Marshall Sharpe

Version: 2nd Version

Last Reviewed Date: October 16, 2026

Approved By:

Effective Date:

Next Review Date:

Purpose: *Clearly state why this SOP exists.*

Example: This SOP establishes a standardized process for initiating and documenting student inquiries across all entry points, including online form submissions, campus visits, high school events, and staff-submitted Requests for Information (RFIs), to ensure accurate data capture, consistent communication, and a seamless introduction to Hartnell College.

This SOP establishes a standardized process for the selection, approval, installation, and management of artwork on campus, including student and non-student work, to ensure consistency in artistic quality, safety, accessibility, and alignment with institutional priorities.

Scope: *Define who, what, and when this SOP applies.*

Divisions and Departments impacted: *What areas will be affected with this procedure?*

Academic Affairs / Arts & Languages; Facilities; Student Services; Advancement Office

Roles involved: *Who will have a responsibility within this procedure?*

Gallery Director (curatorial review, coordination, documentation); Facilities Representative (site approval, installation, safety compliance); Dean (final approval and oversight); Campus Art Review Committee, if convened (recommendation for public-facing or higher-impact works); Requesting Department or Individual (submission and coordination)

Systems/Technology used: *What existing systems and/or technology is required?*

Email or internal request system; Shared drive or database for artwork tracking; Facilities work order system

Data required: *What existing data is required?*

Artist information; Artwork details (title, medium, dimensions, weight) Images of artwork Proposed location and

Institutional Knowledge/Processes: *Do we have all relevant assets to proceed?*

Facilities safety and installation standards; ADA and fire code compliance requirements; Existing campus art in

Timeline/Occurence: *How often does this procedure take place?*

This procedure occurs on an ongoing basis as proposals for artwork display are submitted. Review timelines va

Adjacent SOPs: *Does this procedure align and/or is dependent on other SOPs?*

Facilities Work Order Procedures and Gallery Exhibition Procedures

Exclusions (if applicable): *When would this SOP not apply?*

Example: This SOP does not include application processing, admissions evaluation, marketing campaign strategy, or ongoing student communications beyond initial inquiry intake and logging.

This SOP does not include classroom-only displays not visible to the public, nor does it govern artwork displayed exclusively within gallery-managed exhibition spaces.

Definitions:

Term	Definition
Public-Facing Space:	Areas accessible to students, employees, or visitors.
Temporary Display:	Artwork installed for a defined, limited duration.
Permanent Art:	Artwork intended for long-term or indefinite display.
Gallery Exhibition:	Artwork displayed within an official campus gallery space under separate procedures.

Procedure: (Step-by-Step Process)

Step 1: Request Artwork to be displayed

Action:

Artwork proposal is submitted for review, including required documentation and images.

Responsible:

Requesting individual or department

Timeline:

As needed

Output:

Completed proposal

Step 2: Review of proposal

Action:

Proposal is reviewed for artistic merit, feasibility, and site suitability, including safety and compliance consid

Responsible:

Campus Art Review Committee and art faculty/gallery director/dean

Timeline:

As scheduled

Output:

Final approval or denial NOTE: there are two more steps that are important: Step 4: Action: Approved artwo

Records Management:

Where records are stored:

Designated shared drive or institutional database

Retention period:

Temporary works: duration of display plus one year Permanent works: retained indefinitely

Access control:

Gallery Director, Dean, and authorized personnel