

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Markers, Monuments, and Artwork

Policy Number: 16.17

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/29/2019

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Stephen F. Austin State University has a large dynamic campus that is constantly in a state of change to meet the various needs of the diverse departments that make up the university as a whole. There are limitations on where and how markers, monuments, and artwork may be added to or removed from the campus so as not to encumber future university needs. The rules articulated in this policy apply to all students, faculty, staff, and their approved organizations, as well as all other persons and groups.

Reason for the addition, revision, or deletion (check all that apply):

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Committee changes.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration
John Branch, Interim Director of the Physical Plant
Jill Still, Vice President for University Advancement
Damon Derrick, General Counsel

Markers, Monuments, and Artwork

Original Implementation: July 17, 2001

Last Revision: ~~January 29, 2019~~ April 12, 2022

Purpose

Stephen F. Austin State University has a large dynamic campus that is constantly in a state of change to meet the various needs of the diverse departments that make up the university as a whole. There are limitations on where and how markers, monuments, and artwork may be added to or removed from the campus so as not to encumber future university needs. The rules articulated in this policy apply to all students, faculty, staff, and their approved organizations, as well as all other persons and groups.

Definitions

Markers, monuments, or artwork include all types of features that are erected, affixed, or otherwise installed on any institutional building or land for a time period extending beyond 14 days.

Non-permanent markers, monuments, or artwork would be those meeting the criteria described in Policy 16.24, Section IV concerning signs displayed for 14 days or less.

General

Markers, monuments, or artwork including historical markers or signs, may be placed on or removed from campus when it is in the best interest of the university. ~~A committee will review all such requests. Nominations for a new marker, monument, or artwork and applications for removal of an existing marker, monument, or artwork may be found on the Physical Plant Department (PPD) website.~~ *The university master plan committee can review requests and make recommendations to the President's cabinet who will review location and design. The president will make the final determination on requests for non-permanent markers, monuments, or artwork. The president will make a recommendation to the Building & Grounds Committee of the Board of Regents for all other requests.*

Markers, monuments, or artwork placed on campus without prior written permission will be removed by the PPD. Removed items will be held for sixty (60) days prior to disposal. Notification will be provided if possible.

Committee

~~The vice president of finance and administration will appoint a markers, monuments, and artwork committee that includes one representative from each of the following: development, alumni, faculty, physical plant, university marketing and communications, and a student representative. Each faculty~~

~~and staff member will serve on the markers, monuments, and artwork committee for a term of two (2) years, with the possibility of reappointment. The SFA student representative will serve a term of one (1) year with the possibility of reappointment. The markers, monuments, and artwork committee will review all nominations for markers, monuments, and artwork as well as applications for deaccession of markers, monuments, and artwork. Upon review of the nominations and applications by the markers, monuments, and artwork committee, recommendations will be made to the vice president of finance and administration for final approval.~~

New Marker, Monument, or Artwork

Upon receipt of a ~~nomination~~ *request* for a new marker, monument, or artwork by a university stakeholder, ~~the markers, monuments, and artwork committee will review the nomination for a new marker, monument, or artwork for the following~~ *the university can consider the following:*

- Preservation of the beauty of the SFA campus;
- Historical significance;
- Advancement of the university's educational mission;
- Building access and campus circulation is not impeded;
- Size, scope, and relevance;
- Copyright;
- Safety;
- Prominence and location on campus;
- Aesthetic merit;
- Funding for costs including installation, maintenance, and insurance.

Please note that each marker, monument, or artwork ~~nomination~~ *request* will be considered individually based on the SFA campus master plan and SFA policy and procedure as well as current and future costs. ~~The markers, monuments, and artwork committee and/or the vice president of finance and administration~~ *University* reserves the right to refuse ~~nominations~~ *requests* for markers, monuments, and artwork after review of the ~~nomination~~ *request*.

Deaccession

Upon receipt of an ~~application~~ *a request* to remove a marker, monument, or artwork by a university stakeholder, ~~the markers, monuments, and artwork committee will review the application for the following~~ *the university can consider the following:*

- Safety;
- Aesthetic merit;
- Historical significance;
- Accidental loss or destruction;
- Repatriation;
- Educational value;

- Building access;
- Size, scope, and relevance;
- Condition;
- Prominence and location on campus;
- Cost of maintenance and insurance.

Please note that each marker, monument, and artwork ~~application-request~~ for removal will be considered individually based on the SFA campus master plan and SFA policy and procedure as well as current and future costs. The ~~markers, monuments, and artwork committee and/or the vice president of finance and administration-university~~ reserves the right to refuse ~~applications-requests~~ for removal of markers, monuments, and artwork after review of the application.

Exceptions to ~~Committee-Review~~

Markers or monuments honoring or in memory of an individual are limited to students, faculty, or staff who have passed away while in a student, faculty, or staff status. Such monuments are limited to the memorial walk area on the south side of the Ag Pond. Markers or monuments may not be placed at any other location on campus.

Monuments will be purchased by the individual or group desiring to place the monument on the walk. Installation will be by PPD. The PPD will provide maintenance at the same level as the existing walk. Markers that are broken or otherwise damaged or lost will not be the responsibility of PPD. Requests to place a marker should be directed to the director of the physical plant.

The Walk of Recognition (located at SFA fountain plaza) includes markers and bricks as coordinated through the SFA Alumni Association. Requests and guidelines for placement of markers and bricks at the Walk of Recognition are established by the SFA Alumni Association separate from this policy.

Cross Reference: Signs and Exhibits (16.24)

Responsible for Implementation: Vice President for Finance and Administration; *Vice President for University Advancement*

Contact for Revision: Vice President for Finance and Administration; *Vice President for University Advancement*

Forms: ~~Nomination for a New Monument, Marker or Artwork, Application for Removal of an Existing Monument, Marker or Artwork on PPD website~~ *None*

Board Committee Assignment: Building and Grounds