



PUBLIC ART PROGRAM | ARTIST REVIEW PANELIST GUIDE

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1. ROLE OF THE ARTIST REVIEW PANEL

- Participate in two artist review panel meetings (typically 4-hours each, held virtually during business hours) and one ~2-hour orientation meeting with artist finalists, as needed.
 - Artist Review Panel One: Review 20 - 30 artist applications previously shortlisted by Artist Qualification Panel based on the scoring criteria provided. Identify three (3) finalists who will be invited to develop site-specific conceptual proposals.
 - Artist Review Panel Two: Artist finalists present their proposals and are interviewed by the panel. SFAC Public Art Project Manager presents a summary of public comments received on the proposals and results of artist reference checks. After deliberation and scoring, one (1) artist finalist/proposal is selected for recommendation to the Arts Commission.
- The panel undertakes its deliberations in accordance with [SFAC policy and procedures](#).
- Panel recommendations must be approved by the Arts Commission, and other entities, as needed.

- Panellists are expected to participate during the entire length of the panel meetings to allow for fair consideration and evaluation of all the artists. If a panellist needs to step away from the panel, the meeting may need to be either put on hold until the panellist returns, or cancelled and rescheduled. Please see [Section 4.6.10 in our Policies and Guidelines](#) for additional information regarding panel contingency.
- Arts Commissioners, other City agency commissioners, City employees and project team consultants who serve as panel members do so without compensation. Compensation will be paid to Arts Professional and Community Member panel members at the rate of \$400 a day, or \$200 a half-day (\$50/hour). Compensated panelists must become a registered [City Supplier](#) in order to receive compensation payment. The SFAC Public Art Program Associate will assist unregistered panelists with this process in advance of the first panel meeting.

Typical Review Panel Composition:

To the best of its ability, the SFAC follows best practices by assembling a panel that is equitable in terms of race/ethnicity and gender equity.

Client Representative(s)	Selected by the Client Agency
Arts Commissioner	Selected by the Chair of the Visual Arts Committee
Arts Professionals	Selected by SFAC from the list of Arts Commission approved panelists. When possible, SFAC to include Arts Professionals with a direct connection to the community affected by the project.
Community Member(s)	Selected by SFAC in consultation with the Client agency and/or with input from community organizations in the vicinity of the project.

Before the Panel:

- Review artist application materials in advance of the meeting.

At the Panel:

- Bring your expertise to the process, such as knowledge of art and artists, architecture, history, values and culture of the community or client department, or other knowledge specific to the project, and share it with the rest of the panel in order to better inform each panelist's decision making.
- Score each application/proposal fairly and judiciously.
- Judge the applicant by what is submitted and discussed at the panel.
- Score according to the criteria provided.
- Be aware of bias (prejudgment in the evaluation of one group and its members relative to another group); some biases we are aware of and some are implicit or unconscious
 - *Be mindful of the way our own privilege and bias show up in review of artists and their work.*
 - *Be aware of personal, artistic/aesthetic, and cultural preferences.*
- Listen and be open to the perspectives and expertise each person brings to the table.
 - *Panelist should limit sharing of personal/outside knowledge to 'field expertise' rather than prior experience with artist.*
- Assess an artist based solely on the materials submitted in their application.
- Frame comments as strengths and areas for improvement as they relate to the scoring criteria and project goals.

2. ROLE OF FACILITATOR, ADVISORS, AND PUBLIC:**Role of the Facilitator (SFAC PM):**

- In collaboration with the Client and design team, as needed, provide sufficient information about the project, project goals, and panel process.
- For Review Panel One, provide a brief summary of artistic practice and experience for each applicant, based on application submitted by the artist.

- Manage and facilitate panel discussions, encourage participation from all panelists, and keep to the schedule.

Role of Advisor(s):

- Non-voting panelist, such as SFAC staff, architect, or other City staff, who bring their expertise to the project and participate in discussions; advisor participation must be approved in advance by SFAC.

Role of the Public:

- Qualification and Review Panel Meetings are open to the public.
- A summary of public comments received during the proposal display will be presented at the Final Review Panel; panelists will consider public comment according to the scoring criteria for the project.
 - *Please note that, once submitted to SFAC, your scoresheet becomes part of the public record, and may be shared in response to related [public records requests](#).*
- **Public comment is not a vote** and should not be intended as an accurate representation of the community's preference; it provides additional information for panelists to take into consideration in their final scoring.

3. SCORING CRITERIA

The scoring criteria is established in the Project Plan based on input from the client and community. The criteria are informed by the agency's values and goals, as specified in the Racial Equity Statement and the program's Civic Art Collection goals.

Racial Equity Statement

The San Francisco Arts Commission is committed to creating a city where all artists and cultural workers have the freedom, resources and platform to share their stories, art and culture and where race does not predetermine one's success in life. We also acknowledge that we occupy traditional and unceded Ohlone land. Fueled by these beliefs, we commit to addressing the systemic inequities within our agency, the City and County of San Francisco and the broader arts and culture sector. This work requires that we focus on race as we confront inequities of the past, reveal inequities of the present and develop effective strategies to move all of us towards an equitable future.

Civic Art Collection Goals

- Artwork should reflect artistic merit, which may be judged by such measures as originality of concept and artistic vision; the degree to which the work engages the viewer emotionally, intellectually, spiritually; the quality of craftsmanship or

mastery of skills and techniques. Artistic merit may also be attributed to artwork that reflects a significant or direct relationship between artist and distinct racial or cultural communities.

- Artwork should be able to be permanently exhibited in an appropriate site and be able to be maintained by the Commission.
- The City's collection should be diverse in its representation of artists and artistic styles. To that end, the Commission strives to acquire artwork that is reflective of the Commission's racial and gender equity values and goals. We seek to be mindful of avoiding Eurocentric biases in selecting artwork, so that the City's collection can be representative of the region's many cultures.
- The City's collection should emphasize Bay Area artists, styles and movements, but also seek to include the work of artists nationally and internationally so that local culture may be seen within a global context.
- Artwork should be appropriate in scale, media and imagery with its intended display location, and be relevant within the racial, cultural, historical, social/political context of its location within the community and the City and County of San Francisco and the Bay Area.

4. RIGHTS RETAINED BY SFAC

Issuing an RFQ and convening a review panel does not constitute an agreement by SFAC that any contract will be entered into by the City. SFAC expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, proposal, or proposal procedure;
- Reject any or all proposals;
- Cancel or reissue a Request for Qualifications (RFQ);
- Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the proposals; or
- Procure any materials, equipment or services specified in this RFQ by any other means.