



Title:

Official Portraiture Policy

Version	1.0
TRIM file number	08/67
Short description	A policy on official portraits.
Relevant to	All staff
Approved by	University Council
Responsible officer	University Secretary
Responsible office	Council Support Unit
Date introduced	21 February 2008
Date(s) modified	
Next scheduled review date	20 February 2011
Related University documents	Governance (Honorary Awards) Rule 2008 Official Naming Policy Official Naming Procedure
Related legislation	<i>Charles Sturt University Act 1989</i>
Key words	policy, portraits, paintings, photographs, honours

1. **PURPOSE**

This Policy aims to ensure:

- (a) appropriate recognition of distinguished service;
- (b) documentation of the history of the University; and
- (c) enhancement of the quality of the University's art collection.

2. **SCOPE**

This policy applies to all official portraits commissioned by the University.

3. **DEFINITIONS**

In this Policy, unless the contrary intention appears:

Act means the *Charles Sturt University Act 1989*.

By-law means the *Charles Sturt University By-law 2005*.

Secretary means the Secretary to the Council appointed under clause 19 of the By-law.

4. **COMMISSIONING OF PORTRAITS**

4.1 The Secretary will commission, on behalf of the Council, a single portrait of each of the following senior officers of the University:

- (a) Chancellor,
- (b) Deputy Chancellor, and
- (c) Vice Chancellor and President.

4.2 The timing of the commission is at the discretion of the Secretary but would generally be after the expiration of one year of the term of office of the senior officer.

5. **RIGHTS OF SITTER**

A senior officer who is entitled to have his or her portrait commissioned under this Policy may decline to have his or her portrait commissioned.

6. **ARTIST AND STYLE**

6.1 The Secretary will make the final decision about the artist to be commissioned on behalf of the Council.

6.2 In making his or her decision, the Secretary will consult with the sitter, the Chancellor, the University Art Curator and such other persons as may be appropriate.

7. **FUNDING**

7.1 Official portraits of vice-chancellors and presidents will be funded from the Jack McDonough Endowment Fund under the rules established for the administration of that Fund with supplementation, if required, provided by the Division of Finance.

7.2 Other official portraits when approved may be funded from funds specifically identified by the Vice-Chancellor.

8. SPECIFICATIONS

8.1 The following specifications apply to portraits commissioned under this Policy:

(a) Medium: the medium must be:

- (i) oil or acrylic on canvas for portrait of the Chancellor or Vice-Chancellor and President,
- (ii) colour photograph on archive paper or canvas for the Deputy Chancellor,

(b) Size: the visible canvas dimensions of the portrait must be:

- (i) one metre wide by 1.25m long for the Chancellor or Vice-Chancellor and President,
- (ii) 900mm wide by one metre long for the Deputy Chancellor,

(c) Frame: the portrait must be framed consistent with the framing of other portraits of the relevant officeholder and must be approved by the Secretary prior to framing,

(d) Presentation of sitter: as an official portrait of the holder of an office, the sitter should:

- (i) be formally dressed in the ceremonial robe of office (it is not necessary for the mortar board or bonnet to be worn as the case may be);
- (ii) must be painted or photographed (as the case may be) in a seated position, consistent with the other official portraits.

8.2 The University Secretary is responsible for providing direction to the artist regarding the commission and specifications and for determining whether any study or draft portrait conforms to the specifications.

9. OTHER ELEMENTS

Portraits may, at the discretion of the artist, include any or all of the following elements:

- (a) Charles Sturt University's Official Flag,
- (b) the Official Mace,
- (c) the Official Indigenous Message Stick, and/or
- (d) the University's Armorial Bearings.

10. SIGNATURE

The artist will ensure that the canvas or photograph is clearly signed and dated by the artist on the facing side of the canvas or photograph.

11. INSCRIPTION

11.1 Each portrait must be delivered with a plaque inset at the bottom centre of the frame carrying an inscription bearing the following information:

- (a) the sitter's full name followed by any honours received and post-nominals,
- (b) the relevant office held at the University and the date of office,

- (c) the artist's name and the medium,
- (d) if the portrait was funded from a special fund or bequest, the name of the fund or bequest.

11.2 The Secretary will provide the above information to the artist where required.

12. OTHER WORKS

12.1 The Council may request that the Secretary commission a portrait of other distinguished members of the University community. The specifications for the work will be determined by the Council at the time of the request, however, it is expected that all portraits are consistent with the specifications set out in clause 8.

12.2 Where the sitter holds an official position with the University that has approved ceremonial robes (such as members of the Council, Academic Senate, Companion or Head of Campus), the sitter will wear the ceremonial robes of that office in preference to any other academic or official robes.

12.3 Except as provided in sub-clause 12.2, where the sitters holds an academic position, or otherwise holds academic qualifications (including members of the non-academic staff), the sitter will be robed in academic dress reflecting their awards.

13. LOCATIONS

13.1 All official University portraits will be located in the Chancellery and/or the Grange. Where necessary the Secretary may select portraits that may be located in other locations, such as a campus library or building, where there is insufficient room for all portraits in the Chancellery and/or The Grange and may direct the rotation of portraits as required.

13.2 A list of official portraits is set out in Appendix A to this Policy. The Secretary may amend Appendix A as new official portraits are added to the University collection.

14. DELEGATION

The Vice-Chancellor and Secretary have such delegation under section 20 of the Act as may be necessary or convenient for giving effect to this policy.

15. RECISSION

The *Official Portraiture Policy* approved by the Board of Governors on 11 June 1999 is rescinded and superseded.

Table of amendments

Version number	Date	Short description of amendment

APPENDIX A

Name	Office	Medium	Artist
Chancellor			
David Asimus, AO	Chancellor (1989-2002)	Oil on Canvas	Judy Cassab, AP
David Asimus, AO	Chancellor (1989-2002)	Oil on Canvas	Wes Walters
Deputy Chancellor			
Emeritus Professor Bruce E. Mansfield	Deputy Chancellor (1990-1992)	Photograph	
Emeritus Professor James Hagan	Deputy Chancellor (1992-1999)	Oil on Canvas	David Schlunke
Vice-Chancellor			
Professor Cliff Blake, AM	Vice-Chancellor (1989 – 2002)	Oil on Canvas	John Caldwell
Professor Ian Goulter	Vice-Chancellor (2002 -)	Oil on Canvas	Andrew Sibley
Riverina College of Advanced Education			
Mr Peter Hastie	Chairman of the Council, Riverina College of Advanced Education	Oil on Canvas	Brian James Dunlop
Emeritus Professor James Hagan	Chairman of the Council, Riverina College of Advanced Education	Oil on Canvas	
Professor Cliff Blake, AM	Principal, Riverina College of Advanced Education	Oil on Canvas	Reg Campbell
Mitchell College of Advanced Education			
Vernon J Truskett	Chairman of the	Oil on Canvas	

	Council, Mitchell College of Advanced Education		
Vernon J Truskett	Chairman of the Council, Mitchell College of Advanced Education	Oil on Canvas	
Lionel Allen	Principal, Bathurst Teachers College	Oil on Canvas	
EAB (Sam) Phillips	Principal, Mitchell College of Advanced Education	Oil on Canvas	
Melvin E McMichael	Principal, Mitchell College of Advanced Education	Oil on Canvas	
John Collins	Principal, Mitchell College of Advanced Education	Oil on Canvas	
Colleen McDonogh	Chair, Bathurst Campus Advisory Committee	Oil on Canvas	
Mr Jack McDonogh and Mrs Colleen McDonogh	Donors	Oil on Canvas	