**Art Department and Gallery**

The first course related to art at Davidson College was offered in 1928, after the establishment

of the William H. Williamson Professorship of Fine Arts. Through a bequest from Williamson, a

member of the Class of 1886, Ernest Cullum taught an art appreciation class from 1928 to 1931.

In 1932, C. R. Harding took over the class and continued to teach it, even after his retirement in

1935, until 1947. Joseph Hutchinson taught the class from 1948 to 1951, followed by Philip

Moose, a Pulitzer Prize winner, until 1953. That year Douglas Houchens became the College's

first full-time Professor of Art. Houchens’ students could choose among three courses that for

the first time included studio art.

The Art Department, along with Music and Theatre, moved into Cunningham Fine Arts Building

in the early 1960’s and expanded to six course offerings, with the addition of an instructor, in

1966. Five years later art became a Davidson major. The art faculty then included three fulltime professors—Houchens, Herb Jackson, and Larry Ligo—and a list of 17 courses. About this

time the department also began sponsoring the Davidson National Print and Drawing

Competition, which attracted some of the finest artists of that era. Three more faculty

positions—two in art history and one in studio art—were added between 1978 and 1987.

With the completion of the Belk Visual Arts Center (VAC) in fall of 1993, the department moved

into a state-of-the-art facility dedicated specifically to art. The VAC includes two public gallery

spaces, which are overseen by a gallery director and attended by student employees seven days

a week. By the 2006-2007 academic year, the department had grown to nine faculty and 42

courses.

**Retention Schedule**

**Departmental:**

**Administrative Files.** Records concerning the administrative of the department. Files may

include departmental minutes, correspondence, reports, and publications.

Disposition Instructions: Transfer to College Archives after 6 years for appraisal and

final disposition.

**Scholarships File.** Records relating to students applying for Pepper and Bearden scholarships

including correspondence and rating sheets.

Disposition Instructions: Destroy by shredding after 1 year or when reference value

ends, whichever is later.

**Invoices.** Copies of invoices for departmental expenditures.

Disposition Instructions: Destroy in office after 2 years or when reference value ends,

whichever is later.

**Job Searches**. Records concerning activities of specially-formed search committees charged

with recruiting new or replacement faculty members. Files may include correspondence,

resumes, applications, and other related records. Files may contain restricted information.

 Disposition Instructions: Transfer applications and other records for individuals hired to

appropriate personnel file when individual accepts position. Destroy applications for

individuals not hired 2 years after date of receipt if no charge of discrimination has been

filed. If charge has been filed, destroy in office 1 year after resolution of charge.

**Gallery:**

**Annual Exhibition Book**. Ring binder containing publications, invitations, slides, and other

materials documenting each exhibition.

Disposition Instructions: Retain permanently in office. If materials can no longer be

housed in the gallery office or art department offices, transfer to College Archives.

**Exhibit Files**. Files for each exhibition containing copies of publications or printed materials for the exhibit, correspondence, working notes, and other materials.

Disposition Instructions: Retain in office permanently Files may be weeded of working

notes, invoices, etc. Copies may be made of materials or duplicates can be used to

create curator portfolio files which are not permanent office records. If materials can no

longer be housed in the gallery office or art department offices, transfer to College

Archives.

**Donor/Inventory Files.** Card files and computer databases listing information on donations

and purchases of art works.

Disposition Instructions: Retain one copy of information in office permanently Card

material may be transferred to computer files and destroyed or computer files may be

printed out and retained.

**General Files**. Administrative files that may include minutes and reports of the Gallery

Committee, office correspondence, reports, and memorandums.

Disposition Instructions: Destroy in office when reference value ends. Transfer annual

reports and minutes to College Archives.