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## Welcome to the 2017–18 Academic Year!

Thank you for your membership! AWP was established in 1967 by fifteen writers representing thirteen creative writing programs. Today, your program is one of over 560 member programs. AWP also serves more than 150 writers' conferences & centers and thousands of individual writers as members.

Your membership allows your students and faculty to benefit from a lively network of poets, fiction and nonfiction writers, program directors, and teachers. We promote your program through our Guide to Writing Programs, the *Writer's Chronicle* magazine, our popular website, and at our annual conference and bookfair. A careful review of the following information will ensure that you can take full advantage of all your membership has to offer.

**AWP has moved!** Please note our new contact information:

Association of Writers & Writing Programs  
University of Maryland at College Park  
5245 Greenbelt Rd., Box 246  
College Park, MD 20740  
(301) 226-9710

### What You Need to Do Now:

1. **Log in** at [awpwriter.org](http://awpwriter.org)
2. **Upload** your new student and faculty lists
3. **Update** your listing in our Guide to Creative Writing Programs
4. **Contact us** with the name and contact information for your program director
5. **Distribute** the quick-reference guide (page 10) to your students and faculty members

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## AWP Benefits for Your Program

**Program Directors' Checklist.** Upon login, you will see a checklist with all of the steps you need to take to be able to take full advantage of your membership. The site will automatically update as you complete key tasks.

**AWP's Guide to Writing Programs.** Your school is listed as an AWP member in our [Guide to Creative Writing Programs](#)—the most important clearinghouse of information about creative writing programs in the US. In a search result, your listing includes your school's logo, teachers, and degree programs. And, if your students submit a video for our Campus Visit Program, their personalized videos about life at your school can be included right in your Guide listing.

**Program Directors' Sessions at the AWP Conference.** The [conference](#) offers special sessions every year relating to program development. At #AWP18 in Tampa, exclusive events for program directors will take place Thursday, March 8, 2018.

**Discounted Advertising.** Member programs receive a 5% discount on all display [advertisements](#) in the *Writer's Chronicle*.

**The Intro Journals Project.** Program directors are invited to [nominate student work](#), which are selected for publication in participating literary journals.

**National Program Directors' Prizes.** Two [National Program Directors' Prizes](#) for undergraduate literary magazines are awarded annually to outstanding journals in the categories of content and design. Each winning magazine receives a \$1,000 cash award.

**Resources.** View essays on creative writing [pedagogy](#) and articles you can use in the classroom. Our [Hallmarks](#) section serves to establish professional standards for creative writing programs. Download the [AWP Program Director's Handbook](#).

**Free Personal Websites for Your Students and Faculty.** AWP has partnered with .ink to provide free personal domain names for your students and faculty for one year. After the first year, AWP members receive 40% off annually, for as long as they are members. Learn more at [awp.ink](#).

**Advocacy.** Your membership helps [advocate](#) for public policies that strengthen higher education, publishing, libraries, and public funding for the arts. Our strong partnership with Americans for the Arts allows us to do even more to support literary culture.



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## AWP Benefits for Your Students & Faculty

**The Writer to Writer Mentorship Program.** When you upload the names of your faculty and students, they will be eligible to apply for AWP's free [Writer to Writer Mentorship Program](#). Sessions are held every fall and spring.

**Discounted Conference Registration.** Your faculty may register for our annual conference at the member rate. Students should take advantage of our low student rate. [AWP's Annual Conference & Bookfair](#) has grown to become the largest literary conference in the country, attracting more than 13,000 attendees and over 700 exhibitors.

**The *Writer's Chronicle*.** Your faculty and students will receive six issues of our magazine over the course of the academic year. They will also receive free access to the [Chronicle app](#) for the iPad and Android devices. Residential programs receive shipments of the *Chronicle* for distribution. We mail the *Chronicle* directly to the homes of low-residency students and faculty.

**Directory of Members.** Encourage your students and faculty to join our community by creating a personalized profile in AWP's [Directory of Members](#).

**Access to Our Members-Only Website Content.** Features available in the password-protected area of our site include—

\* The [AWP Job List](#), an online directory of new opportunities for writers. Updated weekly, it includes academic positions; opportunities in publishing, editing, public affairs, and technical writing; and both paid and unpaid internships in the field of writing. You will also find career advice articles and webinars.

\* Our [archive](#) of over 1,300 great essays and interviews from past *Chronicle* issues—a useful anthology for classroom use.

\* The [Writer's Calendar](#), a complete listing of application deadlines for contests, grants, awards, events, and calls for submissions.

**Discounted Award Series Entry Fees.** The AWP [Award Series](#) is an annual literary competition that provides cash awards and publication for outstanding book-length works. The Award Series includes the Donald Hall Prize for Poetry, the Grace Paley Prize for Short Fiction, the AWP Prize for the Novel, and the AWP Prize for Creative Nonfiction.

## How to Manage Your Membership

As your institution's program director, you can quickly access your school's online account on the AWP website, make changes to your program's entry in the Guide to Writing Programs, and upload your student and faculty lists. See page 9 for a print-friendly, quick-reference guide.

**Logging In.** Accessing your program's account at [awpwriter.org](http://awpwriter.org) is easy. If you are a new director of an existing program, simply notify us of the change in directorship and we will link administrative access for your program to your AWP user account. If you are the director of a new program, your user account was linked to your program once your membership purchase was approved. In either case, you will use your own login credentials to manage your program, and all email communication regarding your program account will be sent to you.

**Viewing Your AWP Account.** Once you've logged in, select the "My AWP Account" link at the top of our homepage. From your [Account Overview page](#), you can view your program's membership type and status. You can also update your program's contact information, review your purchases, and manage your conference registrations. If you do not see "Administrator Status: Active" in your account overview after logging in, please contact us so that we can link your account to your program.

**Using Program Tools.** Once you are logged in, you will be able to access the [Program Tools](#) section of our website. By clicking on "My AWP Account" at the top, you will be presented with an orange navigation bar on the left. Select "Program Tools." It is here that you will be able to manage the administration and promotion of your program.

**Program Director's Handbook**—the Program Tools section allows you to update your listing in the online Guide and manage your student and faculty lists.

**Updating Your Listing in the Guide to Writing Programs.** Thousands of prospective students visit the Guide each month. Please confirm your listing's accuracy and upload the information that will appear in the front-page display—logos, faculty members' names, and degrees.

To update or create your listing, go to the Program Tools area of the site and select "Update Your Guide Listing." You can make changes to each section by selecting the green "Edit" button at the end of the section. When you are satisfied with your changes, click "Save."

To edit degree specific information, select the green "Edit" button and then click the blue degree title. To preview your entry, select the blue "Preview Your Program" link at the top of the page.

**Uploading Student and Faculty Lists.** One of the best benefits of your institutional membership is that it allows you to grant member access of our website to your faculty and students. AWP identifies these individuals as *program users*.

From within Program Tools, select “Manage Program User Accounts” to learn your total number of program users. Your users can be comprised of any distribution of students and faculty—it is completely up to you. If you need more program user accounts we can help process your upgrade. To grant access to your program users, follow the instructions on the page for uploading or updating your student and faculty lists. You can also watch a [brief video tutorial](#). By uploading your student and faculty names, you will be providing them with full access to our online services and community.

You will receive an email confirmation once your lists upload successfully.

*Important note for low-residency programs:* if you do not upload your lists, we will not be able to mail the *Writer's Chronicle* to the home addresses of your students and faculty members.

**Distribute the Quick-Reference Guide to Your Students & Faculty Members.** Once you have successfully uploaded your lists, let your students and faculty members know about the benefits you are extending to them. The guide can be printed from Page 10 of this document.

**Delegating Administrative Privileges.** If you would like to delegate the management of your program's online account to an administrative assistant or other faculty member, please contact us at [awp@awpwriter.org](mailto:awp@awpwriter.org) or (301) 226-9710.

**Opting in to Our Concierge Service.** Would you like the AWP staff to handle the online administrative functions of your membership? For an additional \$100 per year, AWP's staff will update your school's listing in the online Guide and upload your student and faculty lists to our website. This service ensures all members of your program receive their membership benefits—without any additional work on your part. If you did not select this option at the time of your membership purchase and would like to do so now, please contact [Membership Services](#) at (301) 226-9710 for assistance.

## Regional Representatives

We encourage you to contact your regional council chair with questions and comments. Council chairs can help provide resources and advocacy for you and your program.

Western Council	Susan Rodgers Oregon State University	<a href="mailto:susan.rodgers@oregonstate.edu">susan.rodgers@oregonstate.edu</a>
Southwest Council	Ryan Stone Paradise Valley Community College	<a href="mailto:ryan.stone@paradisevalley.edu">ryan.stone@paradisevalley.edu</a>
Midwest Council	Kris Bigalk Normandale Community College	<a href="mailto:kris.bigalk@normandale.edu">kris.bigalk@normandale.edu</a>
Southern Council	Ira Sukrungruang University of South Florida	<a href="mailto:sukrungruang@gmail.com">sukrungruang@gmail.com</a>
Mid-Atlantic Council	Lesley Wheeler Washington and Lee University	<a href="mailto:wheelerlm@wlu.edu">wheelerlm@wlu.edu</a>
Northeast Council	January Gill O'Neil Salem State University	<a href="mailto:january@masspoetry.org">january@masspoetry.org</a>

**1. Western Council:** Alaska, Alberta, British Columbia, California, Hawaii, Idaho, Manitoba, Montana, Nebraska, North Dakota, Oregon, Saskatchewan, South Dakota, Washington, Wyoming, Pacific Rim

**2. Southwest Council:** Arizona, Colorado, Kansas, Missouri, Nevada, New Mexico, Oklahoma, Texas, Utah

**3. Midwest Council:** Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, Ontario, Wisconsin

**4. Southern Council:** Alabama, Arkansas, Caribbean Islands, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee

**5. Mid-Atlantic Council:** Delaware, District of Columbia, Kentucky, Maryland, Pennsylvania, Virginia, West Virginia

**6. Northeast Council:** Connecticut, Labrador, Maine, Massachusetts, New Brunswick, Newfoundland, New Hampshire, New Jersey, New York, Nova Scotia, Quebec, Rhode Island, Vermont, Europe

*Please plan to attend your regional council meeting at the next annual conference. Council meetings will be held the Thursday morning of the conference, immediately after the plenary assembly of all program directors.*

## AWP 2017–2018 Program Director's Calendar

<b>Year Round</b>	Submit job postings, publishing opportunities, and contest information for publication on our website, <a href="http://awpwriter.org">awpwriter.org</a> .
<b>September 15</b>	Postmark deadline for nomination for the George Garrett Award. Deadline for the Small Press Publisher Award to be submitted through Submittable.
<b>September 30</b>	Ensure your program's listing is up to date in AWP's online Guide to Writing Programs.
<b>October 1</b>	Nominations and materials for the election of regional council chairs and vice chairs due for those positions with vacancies.
<b>October 6</b>	Advertising reservation deadline for December <i>Writer's Chronicle</i> .
<b>October 12</b>	#AWP18 early-bird conference registration closes.
<b>October 20</b>	#AWP18 Tampa sponsorship pledge deadline.
<b>November 1</b>	Deadline for exhibiting organizations to be listed in the print planner.
<b>November 22</b>	Advertising reservation deadline for February <i>Writer's Chronicle</i> .
<b>December 1</b>	Reservation deadline for conference program advertising. Deadline for Intro Journals Project nominations. Start of WC&C Scholarship Competition submissions.
<b>December 8</b>	Advertising copy deadline for the conference program.

<b>January 1</b>	Start of Award Series submissions.  Spring 2018 Writer to Writer Mentorship Program applications accepted Jan. 1–12.
<b>January 4</b>	Last day to pre-register for #AWP18.
<b>January 19</b>	Advertising reservation deadline for March/April <i>Writer's Chronicle</i> .
<b>February 28</b>	Deadline for AWP Award Series.
<b>March 7–10</b>	#AWP18 in Tampa
<b>March 15</b>	Postmark deadline for National Program Directors' Prize for Undergraduate Literary Magazines.
<b>March 16</b>	Advertising reservation deadline for May/Summer <i>Writer's Chronicle</i> .
<b>March 30</b>	WC&C Scholarship Competition entry deadline.
<b>April 10</b>	AWP's membership invitation to creative writing program graduates runs through June 30.
<b>May 1</b>	Proposal deadline for #AWP19 in Portland.



## AWP Quick Reference Guide for Program Directors

To begin managing your program's online account, log in to your AWP Account at [awpwriter.org](http://awpwriter.org) and select "My AWP Account" at the top of the page. Your Program Administrator Status should be "Active." If it is not, contact us.

### To upload/update your student and faculty lists:

1. Select "My AWP Account" from the top of any AWP page, and then select "[Program Tools](#)" in the left column. Under "Program Tools," you will find "Manage Program User Lists."
2. *If you do not have an existing list of members:* Follow the instructions to upload your lists.

*If you see your existing list:* Remove the names of those who have left your program. To do this, simply select the check box next to the member and click the "Delete Member Access" button below the list. Follow the instructions for uploading new members. **You will only include the names of faculty and students who are not currently on your list.**

3. When you have uploaded your list, select "Add Member Access & Send Invitation Emails." Your students and faculty members will need to click on the link contained in this email in order to activate their membership. The linked page will prompt them to create or log in to their existing AWP account. You will receive a confirmation email once your list has been uploaded.

*Low-Residency Programs:* Your faculty and students will need to update their mailing addresses in their AWP accounts in order for them to receive their issues of the *Writer's Chronicle* at home.

### To update your listing in AWP's Guide to Writing Programs:

1. From "My AWP Account," select "Manage Guide Listing."
2. Make any desired changes, or add content to a section, by selecting the green "Edit" button at the bottom of the section. Be sure to click "Save" to confirm your changes. (Please note that item 11, "Program Billing Information" is for AWP's use only and will not be made public.)
3. Preview your listing by clicking the "Preview Your Program" link at the top of the page, or by viewing it in the Guide itself.

## For Students & Faculty at AWP Member Programs

Congratulations! Your writing program has paid for your membership in the Association of Writers & Writing Programs this year.

Your membership includes a subscription to AWP's flagship magazine, the *Writer's Chronicle*. Your magazines will be shipped to your school and distributed by your writing program. If you are part of a low-residency program, you'll start receiving your magazines at your home once your school sets up your account and you activate and add your address to your account.

How to Get Started:

1. **Log in** at [awpwriter.org](http://awpwriter.org).  
Your program director will add your name to the list of faculty and students eligible for membership. Once they have added your name, you will receive an email with login instructions. Your login will be your email address.
2. **Update** your contact information.  
This is especially important for low-residency faculty and students. Your school only provides us with your name and email address. If we don't have your mailing address, we won't be able to send you your magazines.
3. **Create** your page in our Directory of Members.  
Share your bio, photo, publications, and details of your writing life.
4. **Plan** to attend the AWP Conference & Bookfair in Tampa, Florida.  
AWP's is now the largest literary conference in North America, attracting more than 13,000 writers and readers and over 700 bookfair exhibitors. Best part? As a faculty member or student at one of our member programs, you receive a conference registration discount.
5. **Explore** your online benefits.  
You now have access to the AWP Job List, the Writer's Calendar, contests, mentorship opportunities, and the *Chronicle* reader app. You can also receive a .ink domain name free for one year and at a 40% discount ever year you remain an AWP member.
6. **Connect** with other writers by liking AWP on [Facebook](#) and following us on [Twitter](#).

Please let us know if you have questions about your membership. We're here to serve you!  
You can reach AWP's Membership Service department at (301) 226-9710 or  
[awp@awpwriter.org](mailto:awp@awpwriter.org)