



Arizona Commission on the Arts

**Arizona Poet Laureate
Nomination Guidelines**

Fiscal Year 2013

**Nomination Deadline:
Friday, November 9, 2012**



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ARIZONA POET LAUREATE OVERVIEW

PURPOSE:

Arizona is home to a wealth of distinguished and diverse literary artists who, through their work and service, represent Arizona's values, storied history and boundless potential.

The Arizona Poet Laureate is a Governor's appointee whose purpose is to champion the art of American poetry, inspire an emerging generation of literary artists and educate Arizonans about poets and authors who have influenced our state through creative literary expression.

ABBREVIATED HISTORY:

In 2010, State Senator Al Melvin was approached by a poetry-loving Southern Arizona resident who asked the Senator to champion an effort to establish a Poet Laureate for Arizona, as Arizona was at that time one of only 8 states without such a post. In 2011, in partnership with the Arizona Commission on the Arts, Senator Melvin workshopped a draft proposal in focus groups and feedback sessions with diverse representatives from Arizona's education and literary communities.

In 2012, Arizona's Centennial Year, Senator Melvin sponsored Senate Bill 1348 to establish a Poet Laureate position for the State of Arizona. Senate Bill 1348 received broad bipartisan support in both State Legislative chambers and was signed into law by Governor Jan Brewer in May 2012. The inaugural Arizona Poet Laureate will be appointed in 2013.

ELIGIBILITY:

To be eligible for nomination, candidates must:

- be of recognized stature in the literary, cultural, education and/or academic communities;
- possess a significant record of high-quality published or documented work and/or service through literary arts;
- have resided in the state for at least 2 years from the date of nomination;
- live in Arizona for at least 6 months out of the calendar year;
- be willing and able to travel throughout the state;
- and be at least 18 years of age.

TERM OF OFFICE AND SELECTION:

The Arizona Poet Laureate shall serve a term of 2 years by gubernatorial appointment, and may not serve more than 3 consecutive terms. The Governor shall appoint the Arizona Poet Laureate from a list of up to 3 ranked nominations provided by the Arts Commission, following a thorough panel review process.

RESPONSIBILITIES AND AUTHORITY:

The Arizona Poet Laureate shall travel to urban and rural communities, visiting the various regions of the state at least once during his/her term and placing an emphasis on outreach to residents who might not otherwise be exposed to quality poetry.



RESPONSIBILITIES AND AUTHORITY, CONTINUED:

The Arizona Poet Laureate shall offer a minimum of 4 public readings per year and undertake a major literary project (identified and implemented in consultation with the Arts Commission) during his/her term with the goal of educating residents about poetry and literary arts. Collaboration with other Poets Laureate, including the Poet Laureate of the United States, as well as other artists generally, is encouraged.

At the end of each quarter, the Poet Laureate shall provide a brief report of his or her activities which will be presented to the Arizona Commission on the Arts' Governor-appointed Commissioners and published to the Arts Commission website for public review.

At the invitation of the Governor or other state officials, the Poet Laureate may be asked to compose poems for major educational programs or state events. Composition of poems in this context is not a requirement, and requests will be fielded, managed and coordinated by the Arts Commission.

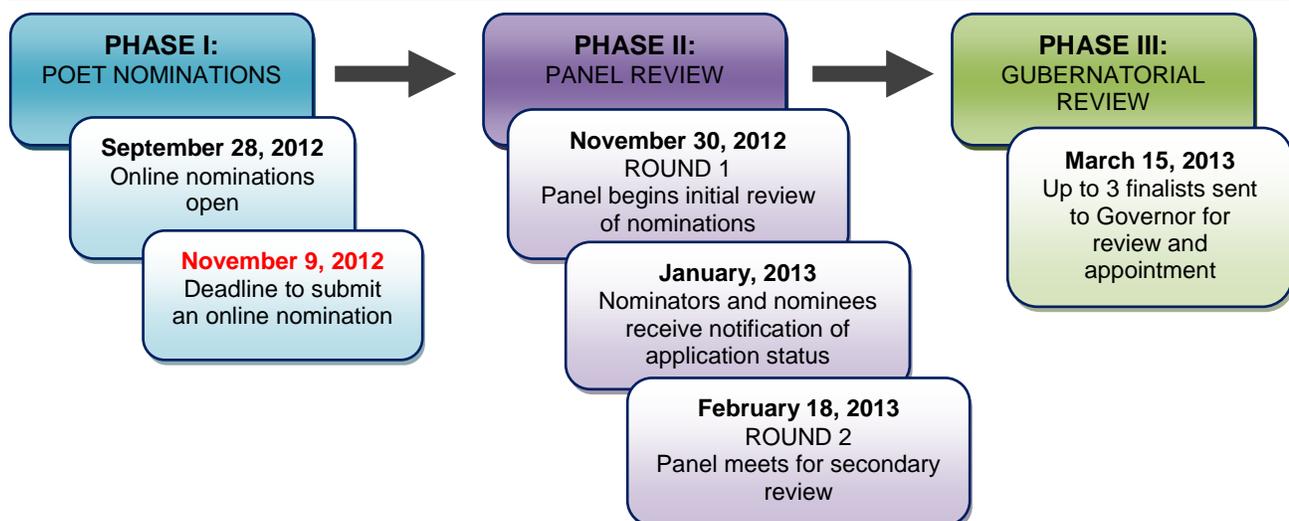
SUPPORT:

The Arts Commission will dedicate a subsection of its website to the Arizona Poet Laureate, his/her work and events and provide opportunities for the Poet Laureate to communicate with Arizonans virtually as well as in person, within Arts Commission-led workshops and events. If the Arizona Poet Laureate maintains a professional website, he/she will be asked to publish a calendar of public events to that site as well.

The Arts Commission will provide modest administrative/logistical support for event coordination. The appointed Poet Laureate will be responsible for coordinating his/her own projects and the schedule of events associated with the position.

The Arizona Poet Laureate will be provided with an annual honorarium of \$2,500 to offset travel and other basic expenses incurred during his/her term of office, so that he/she is able to actively serve the broadest constituency of Arizonans who live, learn and work in urban, rural and suburban areas of the state. This honorarium will be disbursed from the Arizona Poet Laureate Fund, which consists of *private monies* donated by individuals, organizations or businesses – raised by the Arts Commission and its statewide literary partners.

ARIZONA POET LAUREATE SELECTION TIMELINE





PHASE I: POET NOMINATIONS

WHO CAN NOMINATE:

Nominations are open to the public. Self-nominations are welcome.

HOW TO NOMINATE:

To nominate a candidate for Arizona Poet Laureate, complete the nomination package and submit online at <http://acapoetlaureate.submittable.com/submit> prior to the deadline **Friday, November 09, 2012**.

NOMINATION PACKAGE:

- **Cover Form (1 document):** Complete and submit the nomination cover form. The nomination cover form can be found at <http://www.azarts.gov/azpoetlaureate>.
- **Letters of Support (1-3 documents):** Submit **at least 1 and no more than 3 letters** in support of the nomination from individuals, organizations, schools or community leaders with *recent and direct experience* working with or learning from the nominee.

Letters of support should describe the nominee's qualifications to be Arizona Poet Laureate based on the published criteria (see page 5).

Letters should be formatted neatly using a legible font in at least 11-point size, with 1" margins on all sides. Each letter should not exceed 2 pages in length and should be submitted online as a separate electronic .pdf or .doc(x) file. **The nominee's full name must be prominent and easily found in each letter of support.**

- **Nominee Resume (1 document):** Submit the nominee's current curriculum vitae (CV), resume or abbreviated version of either. The submitted CV or resume may not exceed 10 pages in length and should be submitted online as a .pdf or .doc(x) file.

Completed nomination packages should not exceed five electronic documents; 1 Cover Form, 1-3 Letters of Recommendation, and 1 Nominee Resume. Applications which do not follow instructions and do not meet all published guidelines will not be considered and will not advance to panel review.

SUBMITTING A NOMINATION PACKAGE:

Visit <http://acapoetlaureate.submittable.com/submit> and follow posted instructions to upload nomination package documents and submit.

Nominators will receive a notice of confirmation following submission. This notice of confirmation signifies successful submission only. All nomination packages will be reviewed for completeness and eligibility prior to the panel review.

NOMINATION DEADLINE:

Completed nomination packages must be submitted online at
<http://acapoetlaureate.submittable.com/submit>
prior to the deadline of Friday, November 09, 2012 at 11:59pm.

Nominators are not advised to wait until the deadline to submit, and should be aware that Arts Commission staff support is available only between 8am and 5pm Monday through Friday.



PHASE II: PANEL REVIEW

PANEL COMPOSITION:

The Arts Commission will establish a Poet Laureate review panel comprised of no less than 4 and no more than 7 members representing Northern Arizona, Central Arizona and Southern Arizona. The panel will include representatives from literary and/or literary publishing organizations; educational institutions (preK-12, college and university); arts and culture organizations, foundations and businesses which present or support the literary arts; and poets not wishing to be considered for the position and other members of the public.

The Arts Commission utilizes volunteer panelists. For more information, visit <http://www.azarts.gov/opportunities-events/volunteer-and-panelist-opportunities/>.

To reflect the diversity of the state, the Arts Commission considers gender, geographic representation and cultural background when appointing panelists to all review panels. In-person panel review meetings are posted as open meetings and accessible to the public according to Arizona Open Meeting Law. Panelists volunteer their service; remuneration is only provided in cases where modest travel stipends can ensure panelists' participation.

CRITERIA FOR REVIEW:

The Arizona Poet Laureate will be selected based on artistic excellence, taking into consideration respect for the diverse beliefs and values of the people of Arizona. Selection criteria will also include a demonstrated history of community service in the advancement of poetry in Arizona, and ability/willingness to present poetry effectively as demonstrated by submitted materials.

PANEL REVIEW PROCESS, ROUND 1:

The Poet Laureate review panel shall conduct a first review of nominations, which will be ranked according to published review criteria. Up to 10 of the top-ranked nominees will be invited to submit to the second round of the review process.

In January 2013, following Round 1 Review, all nominators and nominees will receive notification of application status.

PANEL REVIEW PROCESS, ROUND 2:

Up to 10 of the top-ranked nominees selected to move to the second round of the review process will be invited to submit a more in-depth candidate package to the review panel.

Candidate packages will be submitted by the nominee and will include the following: a biography, statement of intent, a "whole work" (which may include but is not limited to: a published book or chapbook, a compilation of published work, a digital or electronic submission, a film or audio piece, or a compilation of multimedia work), and professional references.

Nominees invited to submit a candidate package will receive detailed instructions and deadlines at the time of invitation. Candidate packages will be submitted by mail.

The panel may choose to engage candidates in brief personal interviews.



PHASE III: GUBERNATORIAL REVIEW

The Phase II, Round 2 review will result in a list of up to 3 ranked nominations, outlining the panel's recommendations for the position of Arizona Poet Laureate. The Governor shall choose the appointee from the submitted list within 60 days of receipt of panel recommendations.

Final nominees may be subject to a standard background check prior to appointment.

CONTACT

For more information about the Arizona Poet Laureate position or the selection process, contact:

Jessica Rajko, Artist Services Coordinator

Arizona Commission on the Arts

602.771.6530 direct

irajko@azarts.gov