**TQ and LLM TQ candidacy information**

2022–2023 school year

**What are TQs?**

TQs are teaching assistants for legal research and writing courses. TQs work with students on assignments and give feedback. TQs may attend classes, hold office hours, and hear oral reports and arguments. The TQ workload varies over the semester, with some weeks heavier and some weeks lighter.

TQ candidates must be authorized to work in the United States. TQs must be enrolled for a minimum of 9 hours during each semester they work.

**What TQ positions are available?**

**TQs**—teaching assistants for the 1L courses

**Lead TQs**—TQs who take on additional responsibilities for a writing lecturer

**Senior TQs**—TQs who take on additional, program-wide responsibilities

**LLM TQs**—teaching assistants for the Legal Research and Writing for Foreign Lawyers course

**Lead LLM TQ**—an LLM TQ who takes on additional responsibilities for the LLM course

**Do I take a course?**

Yes. If hired, new TQs will take a required, 2-credit, pass-fail advanced-writing course during the fall semester. You’ll receive training on evaluating and commenting on student work. You’ll also meet weekly with your writing lecturer. TQs will also complete the assignments their students will perform in the fall, which may require TQs to work on assignments over the summer.

**How many jobs are available?**

We will hire 24 TQs and 4 LLM TQs. From that group, up to 8 TQs may be named Lead TQs, 1 LLM TQ may be named Lead LLM TQ, and up to 2 TQs may be named as Senior TQs. Second-year students currently serving as TQs may be re-hired during their third year. The candidacy process will be competitive.

**Workload and pay**

The workload of TQs varies over the semester. While we have estimated the average number of work hours per week, some weeks are heavier and some are lighter. TQs are not paid on an hourly basis. Rather, they receive a salary for the semester, spread across monthly payments. TQs appointed for sufficient hours (as noted below) are eligible for the Tuition Reduction Benefit. Note that this benefit reduces the amount of tuition you owe. It is not a payment to you.

**Pay and hours by position**

**JD Program**

**TQs**

TQs work both semesters. For fall, TQs should expect to work an average of 10 hours per week. TQs receive a total pre-tax salary of $4,545 for the fall semester. TQs will also eligible be for the University’s Tuition Reduction Benefit in the fall. For spring, TQs should expect to work an average of 5 hours per week. TQs receive a total pre-tax salary of $2272 for the spring semester. TQs will not be eligible for the Tuition Reduction Benefit in the spring.

**Lead TQs**

Lead TQs work both semesters. For fall, Lead TQs should expect to work an average of 15 hours per week. Lead TQs receive a total pre-tax salary of $6,817 for the fall semester. For spring, Lead TQs should expect to work an average of 10 hours per week. Lead TQs receive a total pre-tax salary of $4,545 for the spring semester. Lead TQs will be eligible for the University’s Tuition Reduction Benefit both semesters.

**Senior TQs**

Senior TQs work both semesters. For both fall and spring, Senior TQs should expect to work an average of 20 hours per week. Senior TQs will receive a total pre-tax salary of $9090 for each semester. Senior TQs will be eligible for the University’s Tuition Reduction Benefit both semesters. Senior TQs will also be eligible for additional employment benefits.

**LLM Program**

**LLM TQs**

LLM TQs work only in the fall. LLM TQs should expect to work an average of 10 hours per week. LLM TQs receive a total pre-tax salary of $4,545 for the fall semester. LLM TQs are also eligible for the University’s Tuition Reduction Benefit in the fall.

**Lead LLM TQ**

The Lead LLM TQ works only in the fall. The Lead LLM TQ should expect to work an average of 15 hours per week. The Lead LLM TQ will receive a total pre-tax salary of $6,817 for the fall semester. The Lead LLM TQ is also eligible for the University’s Tuition Reduction Benefit in the fall.

**How are TQs and LLM TQs selected and assigned to writing lecturers?**

To be considered, complete an application and submit it by the deadline. Applicants may have an interview with a writing lecturer. The writing lecturers then meet to select TQs. If selected as a TQ, you may be assigned to work with your own writing lecturer or with another writing lecturer. If selected as an LLM TQ, you will work with one of the instructors who teach the LLM Writing course. The writing lecturers may choose alternates to fill unexpected vacancies.

**Where do I get an application?**

Applications are available at: <https://law.utexas.edu/beck/> and on the Canvas sites of the Persuasive Writing and Advocacy classes.

**Timetable**

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| **March 28, 3:45 p.m.** | Information meeting in 2.140. The meeting is optional and open to anyone interested in hearing more about the TQ or LLM TQ program or the application process. |
| **April 2, noon** | Deadline for prospective TQs to email your application to BeckCenter@law.utexas.edu.  |
| **April 18, 5:00 pm** | Deadline for current TQs to email your application to repeat to BeckCenter@law.utexas.edu |
| **April 4 – April 20** | Interviews by writing faculty |
| **April 21** | Candidates notified of selection |

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| --- | --- | --- | --- | --- |
|  | **Semesters worked** | **Avg. hours per week** | **Pre-tax salary**(spread over monthly payments) | **TRB-eligible** |
| **Position** | **Fall** | **Spring** | **Fall** | **Spring** | **Fall** | **Spring** | **Fall** | **Spring** |
| JD Program |
| TQ | x | x | 10 | 5 | $ 4,545  |  $ 2,272  | x |   |
| Lead TQ | x | x | 15 | 10 | $ 6,817  |  $ 4,545  | x | x |
| Sr. TQ | x | x | 20 | 20 | $ 9,090 | $ 9,090 | x | x |
| LLM Program |
| LLM TQ | x |   | 10 |   | $ 4,545  |   | x |   |
| Lead LLM TQ | x |   | 15 |   | $ 6,817  |   | x |   |