**TQ and LLM TQ candidacy information**

2023–2024 school year

**What are TQs?**

TQs are academic 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**—academic assistants for the 1L courses

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

**Senior TQ**—A TQ who takes on additional, program-wide responsibilities

**LLM TQs**—academic 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 in evaluating and commenting on student work. You’ll also meet weekly with your writing lecturer. As part of the course, TQs will also complete the assignments their students will perform in the fall, which will 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 one TQ may be named as a Senior TQ. 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, with some weeks necessitating considerably more work than others. The workload also varies by position. While we have estimated the number of hours by position, you may work fewer or more hours than estimated.

TQs are paid on an hourly basis at the rate of $21 per hour. TQs are not eligible for the Tuition Reduction Benefit. TQs will also receive a TQ scholarship of $1,000 in the fall and $500 in the spring. The scholarship will be applied to tuition and will not be paid to TQs. TQs on full-tuition scholarships will not receive the scholarship.

**Positions in the JD Program**

**TQs**

TQs work both semesters. For fall, TQs should expect to work an average of 120 hours over the semester. For spring, TQs should expect to work an average of 60 hours over the semester.

**Lead TQs**

Lead TQs work both semesters. For fall, Lead TQs should expect to work an average of 150 hours per semester. For spring, Lead TQs should expect to work an average of 70 hours over the semester.

**Senior TQ**

The Senior TQ will work both semesters. For fall, the Senior TQ should expect to work about 200 hours over the semester. For spring, the Senior TQ should expect to work about 100 hours. The Senior TQ’s work may begin before the fall semester starts and may extend over the semester break.

**Positions in the LLM Program**

**LLM TQs**

LLM TQs work only in the fall. LLM TQs should expect to work an average of 120 hours over the semester.

**Lead LLM TQ**

The Lead LLM TQ works only in the fall. The Lead LLM TQ should expect to work an average of 150 hours per semester.

**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 any writing lecturer. If selected as an LLM TQ, you will work with an instructor teaching 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**

|  |  |
| --- | --- |
|  |  |
| **March 7, 12:00 p.m.** | Information meeting in 2.124. The meeting is optional and open to anyone interested in hearing more about the TQ or LLM TQ program or the application process. |
| **March 21, 12:00 p.m.** | Deadline for prospective TQs and current TQs to email application to [BeckCenter@law.utexas.edu](mailto:BeckCenter@law.utexas.edu) |
| **March 21 – April 12** | Interviews by writing faculty |
| **April 13** | TQs selected |