

June 27, 2013

Bridget Roosa
2093 Imperial Drive
Atlanta, GA 30345

Dear Professor Roosa,

Thank you for agreeing to assess the scholarly/creative work prepared by Assistant Professor Teresa L. Heiland, PhD, who is applying for promotion to Associate Professor at Loyola Marymount University (LMU).

The statement on external review from the LMU Faculty Handbook directs that external evaluation is to provide a fair, objective, and independent assessment of the quality and significance of the candidate's scholarship or professional creative work.

I am enclosing copies of Professor Heiland's work along with her curriculum vitae (CV). In addition, I am including relevant pages from the University's Faculty Handbook (in the binder) and other documents, such as our Department Standards (binder) and the University Mission Statement (attached herein), to familiarize you with the University. You may also wish to review the university website @lmu.edu.

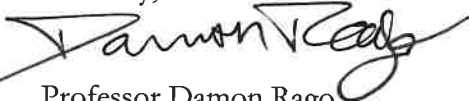
Your letter should focus on your assessment of the quality and contributions of Professor Heiland's scholarly work. **Your letter also should indicate the degree and extent of your relationship with the candidate. Please also provide a brief CV, which allows Professor Heiland's Department, Dean, and the Committee on Rank and Tenure to have a full understanding of your evaluation of the work.**

We value your frank and detailed judgments highly. Your letter will be treated as a confidential document to the fullest extent of the law.

Please use the self-addressed, postage paid envelope to return these materials. Your review may be received as either an original hard copy OR an electronic letter that includes a signature and letterhead in a .pdf file is acceptable.

Thank you in advance for your assistance.

Sincerely,



Professor Damon Rago
Professor & Chair of Dance
Loyola Marymount University
Department of Theatre Arts & Dance