

Protocol for Receiving and Transmitting Comments Submitted to Evaluation Committees to
Accompany [Policy BD-8](#)

1. Upon receipt of comments in accordance with the relevant policies, the Secretary will receive and log them and will ensure that they are signed (in the case of comments submitted in paper copy) or that they originate from a valid e-mail address associated with a member of the Concordia community (faculty, staff, student, alumni, advisory board member, etc.). Comments not able to be so identified will be marked for the attention of the Chair, and if the identity of the sender cannot be validated, will be discarded and this action recorded by the Secretary.
2. Once the deadline for submitting comments has been reached, the Secretary will provide all comments to the Chair of the Committee in printed form, with the identifying information intact so that the Chair can verify the validity of the sender. The Chair will return the comments to the Secretary following this verification.
3. The Secretary will then prepare all comments for review by the Committee, with the identifying information removed or otherwise rendered illegible. Each comment will be numbered so that it can readily be identified during committee discussions.
4. The Secretary will prepare a full set of printed comments for each member of the Committee. The comments will be made available at the Secretary's office for consultation by members of the Committee in advance of the Committee's first meeting following the passage of the deadline for submission of comments. Comments will also be distributed at that meeting and discussed by the committee, and all copies will then be returned to the Secretary for destruction. Members of the committee will refrain from copying specific passages from the comments.
5. The Secretary will destroy all copies and will ensure that the originals are securely stored in a way that protects their confidentiality.