

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo, President  
Subject: Policy Review and Revision Procedure

UH-Downtown/PS 01.A.06  
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**1. PURPOSE**

This PS establishes the time frame for policy statement review and revision, responsible parties, and distribution policy.

**2. POLICY/PROCEDURES**

2.1 Procedure for Update

A current revision schedule designating responsible parties will be sent to the President and both Vice Presidents each September. This schedule will also provide a tracking mechanism and indicate revisions not yet completed.

2.2 Responsibility

The Manager of Employment Services is responsible for scheduling and tracking policy reviews and revisions, and for distributing and filing record copies.

**3. REVIEW AND RESPONSIBILITIES**

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial

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President

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Date