

Queen's University Mass Spectrometry & Proteomics Unit

Terms of Reference

Approved by the MSPU executive board on February 17, 2011

Preamble

The Queen's University Mass Spectrometry & Proteomics Unit (MSPU) was granted unit status by the Senate Advisory Research Committee on September 23, 2009 according to the Senate policy on *Procedures Governing the Establishment, Reporting and Review of Research Centres, Institutes and other entities at Queen's University*. The MSPU is a partnership between the Department of Chemistry and the Protein Function Discovery group that brings together under one umbrella their respective CFI-funded mass spectrometry facilities. The Terms of Reference for the MSPU include terms agreed upon for the establishment of the new entity, and for its management structure moving forward.

Establishment of the MSPU

1. The MSPU will initially operate from two locations on the Queen's campus. One location is Chernoff Hall, rooms 101 and 102; the other location is Botterell Hall, room 658.
2. As new mass spectrometry (MS) instrumentation is acquired to replace the current instrumentation, new instruments will be installed in the Chernoff Hall facility. It is understood that the PFD MS facility in Botterell Hall will be phased out as the instrumentation therein is gradually decommissioned. In the interim period, instrumentation in Chernoff Hall and Botterell Hall will be used in a coordinated and complementary fashion.
3. The permanent staff of the MSPU will normally consist of the Manager, one technician with expertise in small molecules and a chemistry background, and one technician with expertise in proteomics and a biochemistry background. The two technicians will report to the Manager, oversee the operations, maintenance (routine and preventive), and plans for periodic upgrades of the MS instrumentation, in consultation with the Manager.
4. The MSPU Manager will be the coordinator of the facility and report to the co-Chairs of the Executive Board on all matters related to the MSPU (vide infra). The Manager will report to the Chemistry Departmental Manager on any Human Resources issues. The Manager's responsibilities include building and maintaining a sustainable operation of the MSPU through efficient business management, infrastructure grant applications, developing new external business opportunities in MS and proteomics services and training programs, and private/corporate fundraising (in partnership with the Executive Board and the Office of Advancement). The MSPU Manager will also maintain a users database and send periodic MSPU Newsletters to the users group.

5. The salary of the MSPU Manager will be paid by the Chemistry Department from its base budget.
6. Excluding the MSPU Manager salary, the MSPU is intended to be a self-financing unit.
7. Administrative assistance (invoicing, ordering, processing financial statements) and electronics services will be provided on a part-time basis by the Chemistry Department.
8. The current Chemistry Mass Spectrometry account (# 85000-11580-11348) will become the MSPU account, and signing authority will be transferred from the Chemistry Head to the co-Chairs of the MSPU Executive Committee. This account includes a cash contribution from the Faculty of Arts & Science of \$97,750 in support of the MSPU to match the Renovations & Alterations funding by the VP-Research for renovations of the MSPU space in Chernoff Hall.
9. The following instruments from the former Chemistry and PFD MS facilities will be under the stewardship of the MSPU: Applied Biosystems/MDS Sciex Qstar XL QTOF (Chemistry) and Voyager DE-STR MALDI-TOF (Chemistry) systems, Waters ZQ single quadrupole LC/MS (Chemistry), Waters/Micromass GC-TOF (Chemistry), Waters qTOF Ultima (PFD) and ABI DE-Pro MALDI-TOF (PFD) systems.

Management Structure

1. The MSPU will be governed by an Executive Board representing the various stakeholder groups of the new facility. The Executive Board will be responsible for approving policies governing the operations of the facility, fundraising for the MSPU, developing strategies to expand the users group (internal and external) and ensure the sustainability of the MSPU, and providing guidance to the Management Team.
2. The Executive Board will consist of five voting members: (i) the Director of the PFD group (co-Chair), (ii) the Chair of the Chemistry Technical Resources Committee (co-Chair), (iii) the Head of the Chemistry Department, (iv) a member of the PFD Executive, and (v) a representative of the users group. The latter will normally serve for a 1-year term and be appointed by the Executive Committee. This member will normally alternate between a representative from the Faculty of Arts & Science and one from the Faculty of Health Sciences. The MSPU Manager and a representative of the Office of the VP-Research will also sit on the Board as non-voting members.
3. The Executive Board will meet at least twice a year, normally in January and June. The two co-Chairs will alternate chairing the Board meetings.
4. A Management Team consisting of the two Executive Board co-Chairs and the MSPU Manager will meet on a monthly basis to review day-to-day management, operational issues and monthly financial statements (prepared by the Chemistry Administrative Assistant). Monthly financial statements will also be sent to Executive Board members for information.
5. An annual operations budget will be prepared by the Management Team and approved by the Executive Board at the January meeting preceding the start of the new fiscal year.

6. The use of MSPU funds for any unplanned purchase or repair exceeding \$10,000 will require the approval of the Management Team after consulting the Executive Board.
7. User fees will be reviewed annually by the Management Team, and any required adjustments to the fee structure will be submitted for approval by the Executive Board at the January meeting.
8. The MSPU users database will be reviewed annually by Executive Board.
9. The Management Team will be responsible for preparing a report requesting an extension of recognition as an approved 'unit' as per Senate regulations on *Procedures Governing the Establishment, Reporting and Review of Research Centres, Institutes and other entities at Queen's University*. This report shall be approved by the Executive Board in time for submission to the Senate Advisory Research Committee on January 31, 2013.