

**UW SCHOOL OF PHARMACY  
ANALYTICAL INSTRUMENTATION CENTER  
ADVISORY BOARDS**

**2009-2010**

**NMR Group**

Warren Heideman (chair)  
Tim Bugni  
Richard Hsung  
Tom Stringfellow  
Weiping Tang

**Mass Spec Group**

Warren Heideman (chair)  
Jill Kolesar  
Lingjun Li  
Cameron Scarlett  
Martha Vestling-Chemistry

For 2009-2010, the AIC Advisory Boards are charged to:

1. Provide input and advice to the Associate Dean for Research on a variety of areas of importance to the NMR Facility's and the Mass Spec Facility's mission to support the research enterprise within the School of Pharmacy, across campus, and in the scientific community such as:
  - A. Developing usage policies concerning NMR/mass spec instrument access, user training, scheduling systems, fee structures, etc.
  - B. Identifying short/long term NMR/mass spec instrumentation needs (upgrades, additions, modification, replacements, etc.) and developing strategies to address those needs (Research Committee and returned indirect costs, grant submissions, etc.).
  - C. Technical support needs. Specifically, develop a position description for a technical staff person who could cover/back-up both the NMR and MS areas, replacing the two PAs currently being utilized.
  - D. AIC marketing and communications, both external and internal.
  - E. AIC space allocation and usage.
  - F. Other, as desired by the faculty or the Associate Dean.
2. Provide input and advice to the Associate Dean for Research on other aspects of the AIC (small instruments, Electronics Shop) as warranted and appropriate.
3. Construct meeting agendas and maintain detailed minutes of Board discussions, actions, and recommendations. In addition, provide a short, written report to the Dean by June 30, 2010 summarizing the year's activities of the Boards. These documents will be posted, as appropriate, on the developing *SOP Committee Activities* webpage to keep the School informed.
4. Bring items and issues forward for faculty discussion/decision making throughout the year, as appropriate. If requested by the Dean, provide a short, verbal report of the past year's Committee activities to the faculty at a Fall 2010 Faculty/Staff meeting.