This report is part of an annual national survey that examines salaries of full-time teaching faculty in 54 selected disciplines. Data for the study as a whole were collected from 305 public and 403 private institutions for the baseline year of 1997-1998 and the trend year of 1999-2000. This portion of the study covers salary data for the faculty in Administrative Assistant and Secretarial Services at 40 public (1997-1998) and 12 (1997-1998) private institutions. Data are presented for average salaries by faculty rank, "faculty mix percent" (percentage of faculty at each rank), and "salary factors" (ratio of the average salary in the discipline to the total institution average). Salary trend information is compared for public and private institutions for each of the two study periods with trend information for all fields and with the Consumer Price Index. The study found that for the 2000-2001 period the average salary of $56,712 for 148 faculty in public institutions was 0.6% lower than the average salary for all faculty in all major fields. The average salary increase was 1.8% per year for public institutions and 0.7% per year for private institutions below the cost of living as measured by the Consumer Price Index. Appendixes contain a list of the selected academic disciplines and lists of public and private institutions participating in both studies. (SLD)
Since 1982-83 the College and University Professional Association for Human Resources (CUPA-HR) in Washington, D.C., in cooperation with Appalachian State University in Boone, NC, have conducted annual national faculty salary surveys by discipline and rank each year through 2000-01. Two separate surveys are conducted each year, one for public senior colleges and universities and the other for private senior colleges and universities.

Salary data from the 1997-98 and 2000-01 surveys were collected and tabulated for full-time teaching faculty in 54 selected academic disciplines/major fields chosen from among those defined by A Classification of Instructional Programs, 1990.

Each of the 54 academic disciplines/major fields presents a summary of the overall average salary increase in that academic discipline/major field from the “baseline year” of 1997-98 to, and including, the “trend year” of 2000-01 for both public and private participating institutions. Of the 371 public institutions which participated in CUPA-HR’s public survey of 1997-98, 305 also participated in the 2000-01 survey. Data from those same 305 institutions were used in both the baseline year and the trend year studies. Of the 543 institutions which participated in CUPA-HR’s private survey of 1997-98, 403 also participated in the 2000-01 survey. Data from those same 403 institutions were used in both the baseline year and the trend year studies.

In addition to listing the average salaries in Administrative Assistant and Secretarial Services for both public and private participating institutions by rank, including “new assistant professor,” and listing the faculty mix percentage (FAC MIX PCT) and the salary factor, comparisons are made between the two public surveys and the two private surveys for each of the two study years (1997-98 and 2000-01) and with the CPI (Consumer Price Index) of changes in the cost-of-living.

The list of all 54 selected academic disciplines/major fields surveyed, including Administrative Assistant and Secretarial Services, is found in Appendix A, and the list of all participating senior colleges and universities are found in Appendix B (public) and C (private) of this article.
SALARY-TREND STUDY OF FACULTY IN
ADMINISTRATIVE ASSISTANT AND SECRETARIAL SERVICES
FOR THE YEARS
1997-98 AND 2000-01

by
Richard D. Howe

Since 1982-83 the College and University Professional Association for Human Resources (CUPA-HR) in Washington, D.C., in cooperation with Appalachian State University in Boone, North Carolina, has conducted two annual national faculty salary studies by discipline and rank through 2000-01: one for public senior colleges and universities, and the other for private senior colleges and universities.

Salary data for each study were collected and tabulated for full-time teaching faculty in 54 selected academic disciplines/major fields chosen from among those defined by A Classification of Instructional Programs *(CIP), 1990, including Administrative Assistant and Secretarial Services. The CIP defines the discipline/major field of Administrative Assistant and Secretarial Services as,

A group of instructional programs that prepares individuals to provide administrative and office support services.*


This article summarizes the overall average salary increases in the discipline/major field of Administrative Assistant and Secretarial Services for both public and private institutions from the “baseline year” of 1997-98 to and including the “trend year” of 2000-01. Of the 371 institutions which participated in CUPA-HR’s PUBLIC study of 1996-97, 305 also participated in 2000-01. Data from those same 305 institutions were used in both the baseline year and the trend year. Of the 543 institutions which participated in CUPA-HR’s PRIVATE study of 1997-98, 403 also participated in 2000-01. Data from those same 403 institutions were used in both the baseline and trend years.
This article lists the average salaries for the discipline/major field of Administrative Assistant and Secretarial Services for both public and private participating institutions by rank, including NEW ASST PROF (new assistant professor), the FAC MIX PCT (faculty mix percentage), and the SALARY FACTOR. Comparisons are also made using the CPI's (Consumer Price Index) changes in cost-of-living between the two studies for each of the two study years (1997-98 AND 2000-01).

The CPI uses a base period of 1982-84 and measures/tabulates prices of food, clothing, shelter and fuels, transportation, medical care, entertainment and other goods and services people buy for day-to-day living. When examining trends in faculty salary, it is important to consider any changes in the purchasing power of salaries due to inflation. Comparing changes in the faculty salaries with the CPI gives one a more precise view of what “real” salary increases are, that is, buying power.

The salary is based on a nine- or 10-month academic year salary of full-time faculty, and does not include any faculty teaching less than 51 percent. Salary for summer academic work, fringe benefits, and perquisites are also not included in the salary data. The average salary is based on the study information with the assumption that all employees are full-time. The average salary displayed is an average of all faculty salaries reported for a given rank and discipline.

“NUM” refers to the number of faculty members whose salaries were included to compute the average salary.

“N/IN” refers to the number of institutions that reported salary data for a given academic rank and discipline/major field.

The FAC MIX PCT represents the percentage of faculty in a given discipline/major field who hold a given academic rank. For example, a FAC MIX PCT factor of 28.6 for associate professors of Administrative Assistant and Secretarial Services in the 1997-98 public study means that 28.6 percent of the faculty in that discipline/major field held the rank of associate professor.
The SALARY FACTOR for a given rank in a given discipline/major field represents the ratio of the average salary to the total average salary of all institutions in each of the four studies: PUBLIC 1997-98, PUBLIC 2000-01, PRIVATE 1997-98 and PRIVATE 2000-01. For example, a SALARY FACTOR of 0.97 for associate professors in the discipline/major field of Administrative Assistant and Secretarial Services in the 1997-98 public study means that their average salary is three percent lower than the average salary for all associate professors in all institutions in that study.

NEW ASST PROF refers to the grouping of assistant professors hired for the first time in the fall of the study year (1997-98 or 2000-01). All information for this group was included in the ASST PROF group for reporting purposes.

ALL MAJOR FIELDS refers to the entire data base for all 54 disciplines/major fields in each of the four studies. Among other things, it is used to compare the discipline/major field of Administrative Assistant and Secretarial Services with the entire data base for each study.

The reader will find the size of the sample on which each percentage or dollar value is based to be of particular importance. The smaller the number in the group, the greater the effect of extreme scores on a descriptive statistic such as the average. It should also be noted that any large disparity in the sample sizes between the “baseline year” of 1997-98 and the “trend year” of 2000-01 will lessen the reliability and validity of any conclusions that one might make based on a simple comparison of averages.
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In the PUBLIC 1997-98 study in the above table, the discipline/major field of Administrative Assistant and Secretarial Services was reported in 40 of the 305 public institutions. The average salary of the 175 faculty was $49,470. This average salary was approximately 5.1 percent lower than the average salary of $51,971 for all 94,917 faculty in ALL MAJOR FIELDS in the same 1997-98 public study.

For the PUBLIC 2000-01 salary study in the above table, Administrative Assistant and Secretarial Services was reported in 30 of the same 305 public institutions. The average salary of the 148 faculty was $56,355. This average salary was approximately 0.6 percent lower than the average salary of $56,712 for all 86,307 faculty in ALL MAJOR FIELDS in the 2000-01 public study.

The three-year increase in average salaries for all faculty in the discipline/major field of Administrative Assistant and Secretarial Services in the public institutions studied was 13.1 percent ($56,355 minus $49,470 equals $6,885). The CPI of increased cost-of-living between October 1997 and October 2000 was 7.7 percent. In comparison, with the CPI, there was a relative increase in Administrative Assistant and Secretarial Services average faculty salaries over the three-year period by 5.4 percent or an average of 1.8 percent each year above the cost-of-living.

The increase in average salaries for all faculty in ALL MAJOR FIELDS over three years in the public institutions studied was 9.2 percent ($56,712 minus $57,971 equals $4,741). In comparison to the discipline/major field of Administrative Assistant and Secretarial Services (13.1%), the faculty in ALL MAJOR FIELDS received a relative increase in their salaries of 3.9 percent less than the faculty in the discipline/major field of Administrative Assistant and Secretarial Services.

In the 1997-98 study the faculty mix percentage in Administrative Assistant and Secretarial Services is higher at the professor rank than at the assistant professor rank: 37.7 percent vs. 24.6
percent; and higher in the 2000-01 study 33.8 percent vs. 17.6 percent. The differences in faculty mix percentage at the ranks of professor and assistant professors in ALL MAJOR FIELDS for both public studies are 35.4 percent vs. 28.0 percent (1997-98) and 33.8 percent vs. 29.3 percent (2000-01).

Finally, the hiring rate of new assistant professors in Administrative Assistant and Secretarial Services in the public studies was lower than the hiring rate of ALL MAJOR FIELDS in 1997-98, 2.3 percent (4/175) vs 4.7 percent (4,477/94,917) and lower in 2000-01, 1.4 percent (2/148) vs. 5.3 percent (4,595/86,307).


The PRIVATE 1997-98 salary study in the above table indicates that the discipline/major field of Administrative Assistant and Secretarial Services was reported in 12 of the 403 private institutions. The average salary of the 18 faculty was $39,980, an average salary 25.2 percent lower than the average salary of $50,060 for all 43,743 faculty in ALL MAJOR FIELDS in the 1997-98 private study.

In the PRIVATE 2000-01 salary study in the above table, 11 of the same 403 private institutions reported Administrative Assistant and Secretarial Services. The average salary of the 16 faculty was $42,312, an average salary 33.3 percent lower than the average salary of $56,401 for all 42,767 faculty in ALL MAJOR FIELDS in the 2000-01 private study.

The three-year increase in average salaries for all faculty in Administrative Assistant and Secretarial Services in the private institutions studied was 5.6 percent ($42,312 minus $39,980 equals $2,232). The CPI increased cost-of-living between October 1997 and October 2000 was 7.7 percent. A more realistic increase, therefore, in the average faculty salaries of Administrative Assistant and
Secretarial Services over the three-year time period, is 2.1 percent or 0.7 percent each year below the cost-of-living.

The three-year increase in average salaries for all faculty in ALL MAJOR FIELDS in the private institutions studied was 12.7 percent ($56,401 minus $50,060 equals $6,341). In comparison to Administrative Assistant and Secretarial Services (5.6%), the faculty in ALL MAJOR FIELDS increased their salaries 7.1 percent more than faculty in Administrative Assistant and Secretarial Services.

For both studies in the discipline/major field of Administrative Assistant and Secretarial Services, the faculty mix percentage is lower at the professor rank in comparison to the assistant professor rank: 22.2 percent vs. 38.9 percent (1997-98); and 12.5 percent vs 56.3 percent, (2000-01). The differences in the ranks of professor and assistant professor in ALL MAJOR FIELDS for both private studies are 32.0 percent vs. 30.7 percent (1997-98) and 32.2 percent vs. 31.3 percent (2000-01).

Finally, the hiring rate for new assistant professors in Administrative Assistant and Secretarial Services was lower than the hiring rate in ALL MAJOR FIELDS in the 1997-98 private study: 2.3 percent (4/175) vs. 5.1 percent (2,246/43,743) and lower in the 2000-01 private study: 0 percent (0/11) vs. 5.5 percent (2,288/42,049).

CONCLUSION

This article presents salary-trend information on the academic discipline/major field of Administrative Assistant and Secretarial Services and compares that information with both ALL MAJOR FIELDS and the CPI over a period of three years, from the “baseline year” of 1997-98
through the "trend year" of 2000-01. Two studies—one for public institutions, and the other for private institutions—were conducted for the baseline year and for the trend year—a total of four studies. A total of 357 (.1%) faculty in the discipline-major field of Administrative Assistant and Secretarial Services participated and were included in the 54 disciplines-major fields in each of the four studies and in the overall total of 267,734 participating faculty. The same 305 public institutions and the same 403 private institutions in the United States participated in the baseline year and in the trend year.

Although the public and private studies data may be interpreted in a variety of ways, several significant points are as follows. First, the average faculty salary factors in the discipline-major field of Administrative Assistant and Secretarial Services for the 1997-98 public study was 5.1 percent lower than that of all ranks in ALL MAJOR FIELDS (1.00); and 19.9 percent lower in the 1997-98 private study. In the 2000-01 public study the faculty salary factors were 0.6 percent below that of all ranks in ALL MAJOR FIELDS(1.00); and 33.3 percent lower in the 2000-01 private study.

Second, the October 2000 CPI reflects an 7.7 percent increase over the October 1997 CPI and indicates that the faculty in Administrative Assistant and Secretarial Services in the public institutions received an average annual salary increase of 1.8 percent above the cost-of-living. In the private institutions the annual average salary increase was 0.7 percent below the cost-of-living.

Third, in both the 1997-98 and 2000-01 public studies in Administrative Assistant and Secretarial Services, the professor rank FAC MIX PCTs are higher than those for the assistant professor rank. In the 1997-98 and 2000-01 private studies, the FAC MIX PCTS were lower at the professor rank than at the assistant professor rank.

Finally, the hiring rate of new assistant professors in Administrative Assistant and Secretarial
Services in the 1997-98 and 2000-01 public studies was lower than the rate for ALL MAJOR FIELDS; and the 1997-98 and 2000-01 private studies were lower as well.

Because a significant data base of average faculty salaries in the academic discipline/major field of Administrative Assistant and Secretarial Services has now been developed, it is anticipated that this information will serve as a valuable reference and evaluation tool for interested administrators and professors.

Richard D. Howe is the originator and director of the annual CUPA-HR faculty salary studies. He is a professor of leadership and educational studies at Appalachian State University, Boone, North Carolina.

APPENDICES:

A - OVERALL LIST OF SELECTED DISCIPLINES, page 10
B - LIST OF PUBLIC PARTICIPATING INSTITUTIONS, page 11
C - LIST OF PRIVATE PARTICIPATING INSTITUTIONS, page 14
APPENDIX A

OVERALL LIST OF SELECTED DISCIPLINES

ACCOUNTING
ADMINISTRATIVE ASSISTANT AND SECRETARIAL SERVICES
AGRICULTURE BUSINESS AND PRODUCTION
ANTHROPOLOGY
ARCHITECTURE AND RELATED PROGRAMS
AREA, ETHNIC, AND CULTURAL STUDIES
BIOLOGY, GENERAL
BUSINESS ADMINISTRATION AND MANAGEMENT
BUSINESS MANAGEMENT AND ADMINISTRATIVE SERVICES
BUSINESS/.managerial ECONOMICS
CHEMISTRY
COMMUNICATIONS
COMMUNICATIONS TECHNOLOGIES
COMPUTER AND INFORMATION SCIENCES
COUNSELOR EDUCATION/STUDENT COUNSELING AND GUIDANCE SERVICES
CRIMINAL JUSTICE AND CORRECTIONS
CURRICULUM AND INSTRUCTION
DRAMA/THEATER ARTS AND STAGECRAFT
ECONOMICS
EDUCATION
EDUCATION ADMINISTRATION AND SUPERVISION
ENGINEERING, GENERAL
ENGINEERING-RELATED TECHNOLOGIES
ENGLISH LANGUAGE AND LITERATURE, GENERAL
ENTERPRISE MANAGEMENT AND OPERATION
FINE ARTS AND ART STUDIES
FOREIGN LANGUAGES AND LITERATURES
GENERAL TEACHER EDUCATION
GEOGRAPHY
GEOLOGICAL AND RELATED SCIENCES
HISTORY
HOME ECONOMICS, GENERAL
LIBRARY SCIENCE
MARKETING MANAGEMENT AND RESEARCH
MATHEMATICS
MULTI/INTERDISCIPLINARY STUDIES
MUSIC
NURSING (R. N. TRAINING)
OCCUPATIONAL THERAPY
PARKS, RECREATION AND LEISURE STUDIES
PHILOSOPHY AND RELIGION
PHYSICAL SCIENCES, GENERAL
PHYSICAL THERAPY
PHYSICS
POLITICAL SCIENCE AND GOVERNMENT
PSYCHOLOGY, GENERAL
PUBLIC HEALTH
READING TEACHER EDUCATION
SOCIAL SCIENCES, GENERAL
SOCIAL WORK
SOCIOLOGY
SPECIAL EDUCATION
SPEECH PATHOLOGY AND AUDIOLOGY
VISUAL AND PERFORMING ARTS

TOTAL 54
APPENDIX B
CUPA Public Faculty Salary-Trend Studies: 1997-98 and 2000-01

Institutions Participating in Both Studies:

Albany State University (GA)
Angelo State University (TX)
Appalachian State University (NC)
Arizona State University West (AZ)
Arkansas State University (AR)
Arkansas Tech University (AR)
Armstrong Atlantic State University (GA)
Auburn University at Montgomery (AL)
Augusta State University (GA)
Austin Peay State University (TN)
Ball State University (IN)
Bemidji State University (MN)
Black Hills State University (SD)
Bloomsburg University of Pennsylvania (PA)
Bluefield State College (WV)
Boise State University (ID)
Bowie State University (MD)
Bowling Green State University (OH)
Bridgewater State College (MA)
California Maritime Academy (CA)
California Polytechnic State University-San Luis Obispo (CA)
California State University-Bakersfield (CA)
California State University-Fresno (CA)
California State University-Fullerton (CA)
Central Michigan University (MI)
Central Missouri State University (MO)
Central Washington University (WA)
Chadron State College (NE)
Christopher Newport University (VA)
 Citadel, the Military College of South Carolina, The (SC)
City University of New York Bernard M. Baruch College (NY)
City University of New York Hunter College (NY)
Clarion University of Pennsylvania (PA)
Clayton College & State University (GA)
Clemson University (SC)
Cleveland State University (OH)
Coastal Carolina University (SC)
College of Charleston (SC)
College of New Jersey, The (NJ)
College of William and Mary (VA)
Colorado School of Mines (CO)
Columbus State University (GA)
Concord College (WV)
Coppin State College (MD)
Dakota State University (SD)
Delta State University (MS)
Dickinson State University (ND)
East Carolina University (NC)
East Central University (OK)
East Stroudsburg University of Pennsylvania (PA)
East Tennessee State University (TN)
Eastern Connecticut State University (CT)
Eastern Illinois University (IL)
Eastern Kentucky University (KY)
Eastern Michigan University (MI)
Eastern New Mexico University Main Campus (NM)
Eastern Washington University (WA)
Edinboro University of Pennsylvania (PA)
Elizabeth City State University (NC)
Emporia State University (KS)
Ferris State University (MI)
Fitchburg State College (MA)
Florida Atlantic University (FL)
Fort Hays State University (KS)
Francis Marion University (SC)
Frostburg State University (MD)
George Mason University (VA)
Georgia College & State University (GA)
Georgia Institute of Technology (GA)
Georgia Southern University (GA)
Georgia Southwestern State University (GA)
Georgia State University (GA)
Glendale State College (WV)
Grambling State University (LA)
Grand Valley State University (MI)
Henderson State University (AR)
Idaho State University (ID)
Illinois State University (IL)
Indiana State University (IN)
Indiana University-Purdue University Fort Wayne (IN)
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Jackson State University (MS)
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James Madison University (VA)
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West Virginia University Institute of Technology (WV)
Western Carolina University (NC)
Western Illinois University (IL)
Western Kentucky University (KY)
Western Montana College (MT)
Western New Mexico University (MN)
Western Oregon University (OR)
Western State College (CO)
Western Washington University (WA)
Wichita State University (KS)
William Paterson University of New Jersey (NJ)
Winston-Salem State University (NC)
Winthrop University (SC)
Worcester State College (MA)
Wright State University Main Campus (OH)
Youngstown State University (OH)
APPENDIX C
CUPA Private Faculty Salary-Trend Studies: 1997-98 and 2000-01

Institutions Participating in Both Studies:

Abilene Christian University (TX)
Adrian College (MI)
Albertson College (ID)
Albertus Magnus College (CT)
Albright College (PA)
Alfred University (NY)
Allegheny College (PA)
Alvernia College (PA)
Alverno College (WI)
American University, The (DC)
Amherst College (MA)
Anderson University (IN)
Andrews University (MI)
Antioch University (OH)
Asbury College (KY)
Ashland University (OH)
Assumption College (MA)
Aurora University (IL)
Avila College (MO)
Babson College (MA)
Baker College of Flint (MI)
Baker College of Muskegon (MI)
Baker College of Owosso (MI)
Baker University (KS)
Baldwin-Wallace College (OH)
Barnard College (NY)
Barry University (FL)
Baylor University (TX)
Beaver College (PA)
Bellarmine College (KY)
Belmont Abbey College (NC)
Belmont University (TN)
Benedict College (SC)
Bennett College (NC)
Bentley College (MA)
Berea College (KY)
Bethany College (KS)
Bethel College (KS)
Bethel College (MN)
Biola University (CA)
Birmingham-Southern College (AL)
Bluffton College (OH)
Boston University (MA)
Bradley University (IL)
Brenau University (GA)
Briar Cliff College (IA)
Brown University (RI)
Bryan College (TN)
Bryant College (RI)
Bryn Mawr College (PA)
Buena Vista University (IA)
Butler University (IN)
Cabrini College (PA)
Caldwell College (NJ)
Calumet College of Saint Joseph (IN)
Calvin College (MI)
Campbellsville University (KY)
Canisius College (NY)
Capitol College (MD)
Cardinal Stritch University (WI)
Carlow College (PA)
Carroll College (WI)
Case Western Reserve University (OH)
Catawba College (NC)
Catholic University of America, The (DC)
Cazenovia College (NY)
Central Methodist College (MO)
Chapman University (CA)
Charleston Southern University (SC)
Christian Brothers University (TN)
City University (WA)
Clarkson College (NE)
Clarkson University (NY)
College of New Rochelle, The (NY)
College of Notre Dame (CA)
College of Notre Dame of Maryland (MD)
College of Our Lady of the Elms (MA)
College of Saint Benedict (MN)
College of Saint Catherine (MN)
College of Saint Elizabeth (NJ)
College of Saint Mary (NE)
College of Saint Rose (NY)
College of Saint Scholastica, The (MN)
Columbia College (MO)
Columbia College (SC)
Columbia International University (SC)
Concordia College-Moorhead (MN)
Concordia University (CA)
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Converse College (SC)
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Saint Mary's University (TX)
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Saint Mary College (KS)
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Salem College (NC)
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Salve Regina University (RI)
Samford University (AL)
Samuel Merritt College (CA)
Santa Clara University (CA)
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Southern Methodist University (TX)
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Trinity College (DC)
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Union Institute (OH)
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University of Charleston (WV)
University of Detroit Mercy (MI)
University of Evansville (IN)
University of Hartford (CT)
University of La Verne (CA)
University of Miami (FL)
University of New England (ME)
University of New Haven (CT)
University of Portland (OR)
University of Redlands (CA)
University of Richmond (VA)
University of Rio Grande (OH)
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Westminster College (PA)
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Wheeling Jesuit University (WV)
Wheelock College (MA)
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Woodbury University (CA)
Worcester Polytechnic Institute (MA)
Xavier University (OH)
York College of Pennsylvania (PA)
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