Clark Civility Index for Faculty ©

**SOURCE:** Clark, C.M. (2013). Clark Civility Index for Faculty ©, Proceedings from 2013 Assessment Technologies Institute, LLC (ATI), Nurse Educator Summit, Las Vegas, NV.

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To complete the index, consider the 20 statements listed below. Read each statement carefully. Using a scale of 1-5; (5) always, (4) usually, (3) sometimes, (2) rarely, (1) never, select the response that most accurately represents the frequency of each behavior by asking yourself...

**Ask yourself, how do often do I:** (1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

**OR Ask yourself; how often do my co-workers:**

1. Regard students as adult learners and expect them to succeed
2. Role model civility, professionalism, and respectful discourse
3. Believe students add value and meaning to the educational experience
4. Communicate respectfully (by e-mail, telephone, face-to-face) and really listen
5. Avoid gossip and making sarcastic or demeaning comments about students
6. Come to class prepared and use evidence-based teaching/learning strategies
7. Use respectful language (avoid racial, ethnic, sexual, gender, religiously biased terms)
8. Encourage other faculty to observe and provide feedback on my teaching methods
9. Co-create and abide by classroom and clinical norms
10. Address disruptive student behaviors and promote a safe, civil learning environment
11. Take personal responsibility and stand accountable for my actions
12. Avoid reprimanding the entire class for one student’s misbehavior
13. Utilize objective grading criteria and assignment rubrics
14. Avoid exerting superiority or position over students (threatening to fail them)
15. Keep office hours, return e-mails and maintain availability outside of class
16. Uphold the vision, mission, and values of my organization
17. Listen to and incorporate constructive feedback from students
18. Demonstrate an openness to other points of view
19. Include, welcome, encourage, and mentor students
20. Apologize and mean it when the situation calls for it

**Scoring the Civility Index:** Add up the number of 1-5 responses to determine your ‘civility’ score

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>Very civil</td>
</tr>
<tr>
<td>80-89</td>
<td>Civil</td>
</tr>
<tr>
<td>70-79</td>
<td>Moderately civil</td>
</tr>
<tr>
<td>60-69</td>
<td>Mildly civil</td>
</tr>
<tr>
<td>50-59</td>
<td>Uncivil</td>
</tr>
<tr>
<td>Less than 50</td>
<td>Very uncivil</td>
</tr>
</tbody>
</table>