

Clark Civility Index for Faculty[©]

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

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

90-100—Very civil

80-89—Civil

70-79—Moderately civil

60-69—Mildly civil

50-59—Uncivil

Less than 50—Very uncivil