

Clark Civility Index for Faculty©

SOURCE: Clark, C.M. (2017). *Creating and sustaining civility in nursing education*, 2nd ed, Indianapolis, IN: Sigma Theta Tau International Publishing.

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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 often do I: (1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

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