# Clark Civility Index for Faculty©

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

| # | Statement | 1 | 2 | 3 | 4 | 5 |
|---|-----------|---|---|---|---|---|
| 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 (e-mail, telephone, online, 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 messages, 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**