

Clark Civility Index for Faculty©

SOURCE: Clark, C.M. (2025). *Creating and sustaining civility in nursing education*, 3rd ed, 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) almost always, (4) usually, (3) occasionally, (2) rarely, (1) almost never, select the response that most accurately represents how true each statement is to be. Enter the score for each item; then add the numbers to determine the overall health of your workplace. Scores range from 20-100.

Ask yourself, how often do I: (5) almost always, (4) usually, (3) occasionally, (2) rarely, (1) almost never

- | | | | | | |
|--|---|---|---|---|---|
| 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, weight, ability, 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, calm 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 own it when the situation calls for it | 1 | 2 | 3 | 4 | 5 |

Score 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—Minimally civil

50-59—Uncivil

Less than 50—Very uncivil