

## Commission Nominations

Nominee First Name	Richard
Last Name	Yoon
Nominee Street Address	2855 Rolling Pin Lane
City	Sawanee
State/Province/Region	Georgia
Zip/Postal Code	30024
Phone Number	+9178466199
Country	USA
Nominee Email Address	<a href="mailto:richyoon@underwood.edu">richyoon@underwood.edu</a>
Highest Earned Degree	JD
Institution at which the nominee serves (If Not Applicable, Enter N/A)	Underwood University
Title / Institutional Role	President
Professional Service: Position, Organization, Years	12 years as President
Type of nomination	Institutional Representative
Verification of qualifications to serve	Yes
Verification of interest to serve	Yes
Your First Name	Michael
Last Name	Adams
Email Address	<a href="mailto:mjadams@faithiu.edu">mjadams@faithiu.edu</a>
Institution where you serve	Faith International University



## Declaration of Qualification to Serve

*This Declaration concerns individuals who are nominees to serve as members of the TRACS Accreditation Commission and is to be completed as a part of the nomination process.*

Name of Nominee \_\_\_\_\_

### General Qualifications

According to the TRACS Bylaws - Article 6, Section 2:

*A Commissioner shall be a person who is a born-again believer, separated from worldliness, has a reputation and Christian character which is above reproach, is in accord with the philosophy and purpose of TRACS, is qualified by appropriate experience and training, and annually affirms agreement with TRACS' doctrinal statement. Any Commissioner representing an institution which ceases to be a member is no longer qualified to serve as a Commissioner as of the date on which the institution ceases to be a member.*

### Specific Qualifications

#### Institutional Representative

According to the TRACS Bylaws - Article 7, Section 3, Subsection C:

*(Specified) members of the Commission shall be employed full-time by member institutions as executives, administrators, or faculty.*

*TRACS defines full-time employee as, An employee who has a full-time contract or other legal arrangement which indicates to the employee that the term of employment will only be terminated for cause or financial exigency; whose experience and education or training are related to the scope of employment; whose salary is fixed and not contingent; whose job responsibilities are specifically spelled out in a board approved job description; whose primary professional employment is with the institution; who devotes substantially all working time during the contracted period to the specified job responsibilities; and whose outside professional activities do not detract from the specified job responsibilities. The contract or other legal arrangement must include language that specifies the employee has read the institution's purpose, objectives, and philosophy and agrees with and supports them.*

#### Faculty Representative

According to the TRACS Bylaws - Article 7, Section 3, Subsection B:

*Two members of the Commission shall be full-time faculty members of member institutions.*

*TRACS defines full-time faculty as: A faculty member who has a full-time contract with the institution; whose earned degrees from accredited institutions are directly related to courses to*

*be taught; whose salary is fixed and not contingent; whose job responsibilities are specifically spelled out in a board approved job description; whose primary professional employment is with the institution; who devotes substantially all working time during the contracted period to the specified job responsibilities; and whose outside professional activities do not detract from the specified job responsibilities.*

Colleges and universities generally include librarians as members of the faculty and some institutions consider Registrars as faculty. If an institution classifies a librarian as a full-time faculty member, TRACS can accept that as the equivalent of the definition above. Because Registrars are often viewed as administrators, they would more likely be considered Institutional Representatives on the Commission. For a Registrar to be considered the equivalent of a full-time faculty member, the institution would be required to classify the Registrar as a full-time faculty member.

### **Public Representative**

According to the TRACS *Bylaws* - Article 7, Section 3, Subsection A:

*At least three, but not more than one-third of the Commissioners shall be public representatives. A representative of the public must not be (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited or preaccredited by the agency or has applied for accreditation or preaccreditation; (2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or (3) A spouse, parent, child, or sibling of an individual identified in paragraph (1) or (2) of this definition.*

**Based on the definitions and expectations for serving as either an Institutional Representative, Faculty Representative, or Public Representative, select the appropriate designation for the nominee below.** (check only one)

### **Institutional Representative**

Name of Institution \_\_\_\_\_

Position / Title \_\_\_\_\_

Highest Earned Degree \_\_\_\_\_

Granting Institution \_\_\_\_\_

Does the nominee have any experience in Distance Education?

Yes

No

If yes, explain.

Has the nominee participated on any Evaluation Team or Focus Team Visits for TRACS?

Yes

No

If yes, explain.

**Faculty Representative**

Name of Institution \_\_\_\_\_

Position / Title \_\_\_\_\_

Highest Earned Degree \_\_\_\_\_

Granting Institution \_\_\_\_\_

Does the nominee have any experience in Distance Education?

Yes

No

If yes, explain.

Has the nominee participated on any Evaluation Team or Focus Team Visits for TRACS?

Yes

No

If yes, explain.

**Public Representative**

Current Status      Employed

Self-Employed

Retired

If employed, indicate the name of the company / organization of employment and current position / title:

Highest Earned Degree \_\_\_\_\_

Granting Institution \_\_\_\_\_

Does the nominee have any experience in Distance Education?

Yes

No

If yes, explain.

Has the nominee participated on any Evaluation Team or Focus Team Visits for TRACS?

Yes

No

If yes, explain.

### **Additional Documentation Required**

Please include the following with your nominee submissions:

a current résumé or curriculum vitae,

a short biographical sketch, and

a recent color headshot photograph.

*By signing below, the nominee acknowledges that he/she satisfies the general qualifications for service as a Commissioner and meets the specific qualifications for service as specifically designated. The nominee further agrees to notify the President of TRACS and tender his/her resignation from the Commission if he/she no longer meets the general or specific qualifications for serving on the Commission.*

Signature of Nominee \_\_\_\_\_

Date \_\_\_\_\_



## Declaration of Doctrinal Statement Agreement

*This Declaration concerns individuals who are nominees to serve as members of the TRACS Accreditation Commission and is to be completed as a part of the nomination process.*

Name of Nominee \_\_\_\_\_

According to the TRACS *Bylaws* – Article 6, Section 2: (emphasis added)

*A Commissioner shall be a person who is a born-again believer, separated from worldliness, has a reputation and Christian character which is above reproach, is in accord with the philosophy and purpose of TRACS, is qualified by appropriate experience and training, and annually affirms agreement with TRACS' doctrinal statement. Any Commissioner representing an institution which ceases to be a member is no longer qualified to serve as a Commissioner as of the date on which the institution ceases to be a member.*

According to the TRACS *Bylaws* – Article 5, Sections 1-11:

*TRACS exists to accredit Christian educational institutions that have adopted specific doctrinal positions. In the institution's Biblical Foundation Statement, the TRACS Biblical Foundations Statement is affirmed as a general model, but is not expected to be used verbatim, TRACS offers the following tenets:*

**Section 1: The Bible** - *The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.*

**Section 2: The Trinity** - *The triune Godhead – one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.*

**Section 3: The Father** - *God the Father, the first person of the Divine Trinity, is infinite Spirit – sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.*

**Section 4: The Son** - *The perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.*

**Section 5: Holy Spirit** - *The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required for salvation.*

**Section 6: Historicity** - The full historicity and perspicuity of the Biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

**Section 7: Redemption** - The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial and resurrection, followed by His bodily ascension into heaven.

**Section 8: Salvation** - Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

**Section 9: Last Things** - The future, personal bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal kingdom and to consummate and fulfill all His purposes in the works of creation and redemption with eternal rewards and punishments.

**Section 10: Biblical Creation** - Special creation of the existing space-time universe and all its basic systems and kinds of organisms occurred in the six literal days of the creation week.

**Section 11: Satan** - The existence of a personal, malignant being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

By signing below, the nominee affirms agreement with the TRACS Doctrinal Statement as presented above:

Signature of Nominee \_\_\_\_\_

Date \_\_\_\_\_



## Nominee Conflict of Interest Form

*This Declaration concerns individuals who are nominees to serve as members of the TRACS Accreditation Commission and is to be completed as a part of the nomination process.*

Name of Nominee \_\_\_\_\_

***Definition: A conflict of interest includes, but is not limited to, having served for compensation during the past three years as a consultant for an institution under consideration, being a stockholder or board member of the institution, or any other association or activity, including the appearance of a conflict of interest, that an impartial person might reasonably conclude would compromise a person's capacity for objectively dealing with an issue concerning a particular institution.***

In addition to the general "Conflict of Interest" definition above, the following apply specifically to individuals serving as Accreditation Commission members:

- It is a conflict of interest for a member of the Accreditation Commission to have served as a member of an Evaluation Team, Focus Team or as an Interim Fifth-Year Peer Reviewer for an institution under consideration if the review was within five years of the meeting where the institution will be considered.
- A member of the Accreditation Commission or one of its committees with a conflict of interest related to any institution or action being considered must decline an assignment as a reader, declare the conflict, and recuse himself / herself from the discussion, deliberation, and decision making regarding that institution or action under consideration.
- If it is discovered after an Accreditation Commission action that a situation involving a conflict of interest has significantly affected a Commission action, the Chair of the Accreditation Commission may place the action on the Accreditation Commission agenda for reconsideration. A member of the Accreditation Commission may be removed from the Accreditation Commission by vote of that body if he / she knowingly violates these guidelines.
- Accreditation Commission members may not solicit or accept employment, including compensated consulting, from any institution which has been considered by the Accreditation Commission for any action for one year following the action.
- When an Accreditation Commission member is employed by, an appointee of, or a consultant to a member institution which is in any way involved in litigation with TRACS or the Accreditation Commission or both, it shall be a conflict of interest for that member to attend any meeting of the Accreditation Commission or the committees of the Accreditation Commission until the litigation is concluded, including all appeals.



*By signing below, the Nominee for the Accreditation Commission acknowledges understanding of what constitutes a "Conflict of Interest" and agrees to abide by the TRACS Conflict of Interest Policy in their service on the Accreditation Commission.*

Signature of Nominee \_\_\_\_\_

Date \_\_\_\_\_



## Institutional / Faculty Representative Financial Responsibility Acknowledgement Form

*This form concerns individuals who are nominees to serve as either an Institutional Representative or Faculty Representative on the TRACS Accreditation Commission and is to be completed by the CEO of the institution where the below named nominee is employed. Once completed, this form should be returned to the nominee for submission to TRACS as a part of the nomination process.*

Name of Nominee \_\_\_\_\_

Designation: (choose one)                      Institutional Representative  
   Faculty Representative

Name of Institution \_\_\_\_\_

*By signing below, I affirm understanding that if the above-named nominee is selected to serve on the TRACS Accreditations Commission, our institution will be responsible for all expenses incurred by the Commissioner which relate directly to his / her attendance and service at two Accreditation Commission meetings per year for a period of three years. These expenses may include, but may not be limited to, travel, meals, and hotel accommodations.*

Printed Name of Institution's CEO \_\_\_\_\_

Signature of Institution's CEO \_\_\_\_\_ Date \_\_\_\_\_



## Public Representative Financial Responsibility Acknowledgement Form

*This form concerns individuals who are nominees to serve as Public Representatives on the TRACS Accreditation Commission and is to be completed by the nominee as a part of the nomination process.*

Name of Nominee \_\_\_\_\_

*By signing below, I affirm understanding that if selected to serve as a Public Representative on the TRACS Accreditations Commission, I will be responsible for all expenses incurred which relate directly to my attendance and service at two Accreditation Commission meetings per year for a period of three years. These expenses may include, but may not be limited to, travel, meals, and hotel accommodations. I further affirm understanding that TRACS will provide a reimbursement of up to \$2,500.00 per fiscal year (July 1 to June 30) to cover these expenses.*

Signature of Nominee \_\_\_\_\_ Date \_\_\_\_\_

**RICHARD YOON, ESQ.**

2855 Rolling Pin Lane  
Suwanee, Georgia 30024  
Phone: 770-831-9500  
Fax: 770-831-8858  
Email: [richyoon@underwood.edu](mailto:richyoon@underwood.edu)  
Personal Cell Phone 917-846-6199

**PROFESSIONAL EXPERIENCE**

2011 to Present	President and Founder of Underwood University
1996 to 2015	Law Offices of Richard Yoon, Esq. Private practice of law in New York and Georgia (since 2006) Business Litigation & Transactions, Real Estate Consulting.
1995 to 1996	New York State Attorney General's Office, Assistant Attorney General Consumer Frauds Bureau
1990 to 1995	Queens County District Attorney's Office Assistant District Attorney Office for Special Prosecutions

**EDUCATION**

1982 to 1986	Columbia College, Columbia University, New York, New York B.A. in Political Science
1987 to 1990	St. John's University School of Law, Jamaica, New York Juris Doctor

**Personal and Biographical Data**

- Born in 1963, Seoul, South Korea
- Emigrated to Brazil in 1973
- Came to New York as a high school student in 1979
- Fluent in Korean, Spanish and Portuguese.
- Married with two daughters.

## **Personal statements of faith and outlook**

Joshua 1:9, Psalms 119:33-35, Romans 12:2

## **Personal Mission**

Help surround China with strategic outposts in neighboring countries and “conquer”, transform, and establish it as a beacon of Christianity in East Asia and the world. (Joshua 6:1-27)

## **Personal Vision**

China transformed and renewed as a Christian nation serving as an impetus for evangelization of Asia and beyond. Cf., Conversion of the Byzantine Empire to Christianity and the rise of the U. S. as a world power and the engine of world evangelization in the last 100 years+.

## **Brief Biography**

Richard Yoon was born in 1963 as the youngest of 6 children by Mr. and Mrs. Chul Yoon. Chul Yoon was a fighter for the Korean independence during the Japanese colonial period under the tutelage of Kim Ku, the leader of the provisional government in Manchuria, China.

He emigrated to Brazil at a young age and then came to the U.S. as a teenager as an international student. Richard Yoon is immensely proud of his unique heritage as someone who lived in South Korea and Brazil during his formative years. He attended Columbia College where he learned to appreciate the study of the “core curriculum” where a student is expected to have a deep and wide understanding of the history of Western civilization, literature and the arts. His experience there became the basis for his pedagogical approach where understanding *why* and *how* is more important than merely learning the subject matter taught.

While he had been born in a Christian household, he became a born-again Christian in 2007. He had practiced law as a prosecutor and then as a business litigator and consultant for over 30 years. During that time, he sought to represent immigrant community and its businesses against those represented by the large national law firms. He is especially proud of many pro bono work he performed representing those who are indigent and unable to attain skilled legal counsel. He believes, however, that God led him toward Christian education. As stated earlier Richard Yoon’s life is dedicated to God so that he may achieve the personal mission and vision revealed by the Holy Spirit.

Richard Yoon derives inspiration in Joshua’s deeds and his obedience to God. Horace Underwood is the role model for the cross-cultural and intercultural approach in bringing the Gospel to East Asia. He hopes to head toward the region soon as he plans the next phase of his work to further the Great Commission.